SP 112SF

User Guide

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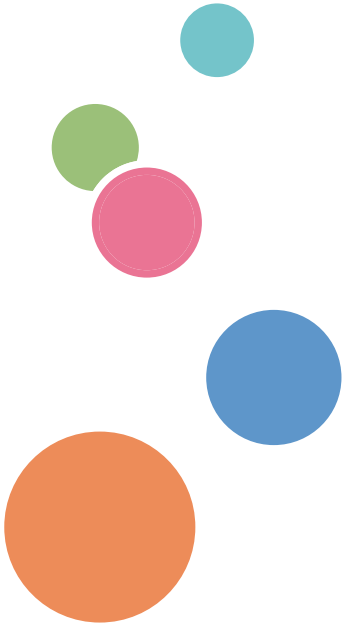

For safe and correct use, be sure to read "Safety Information" before using the machine.

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How to Read This Manual

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Legal Prohibition

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Disclaimer

Contents of this manual are subject to change without prior notice.

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

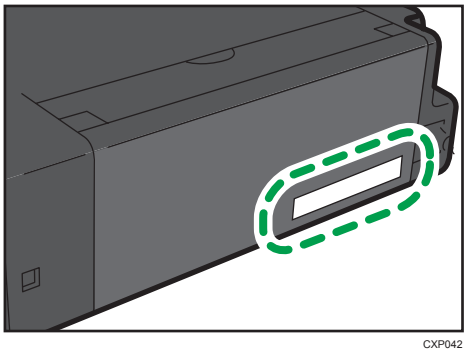
Two kinds of size notation are employed in this manual.

Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

Model-Specific Information

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



CXP042

The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

Region A (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -27, -29
- 220-240V

Region B (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -17
- 120V

Note

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

Important Safety Instructions Region A

User Information on Electrical & Electronic Equipment

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.

The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

Environmental Advice for Users

Users in the EU, Switzerland and Norway

Consumables yield

Please refer to either the User's Manual for this information or the packaging of the consumable.

Recycled paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print

on 64g/m^2 paper, which contains less raw materials and represents a significant resource reduction.

Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

https://www.ricoh-return.com/

Energy efficiency

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode.

If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Products that comply with the Energy Star requirement are always energy efficient.

Note for the Battery and/or Accumulator Symbol (For EU countries only)

In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

Notes to Users of Facsimile Unit

CE

Declaration of Conformity

Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

Notice to Users Accessing Analog PSTN in EEA Countries

This product is designed to be able to access analog PSTN in all EEA countries. Local PSTN compatibility is dependent on software switch settings. Please contact your service representative if relocating this product to another country. In the event of problems, please contact your service representative in the first instance.

The CE Declaration of Conformity is available by accessing the URL:

http://www.ricoh.co.jp/fax/ce_doc/ and selecting the product applicable.

NOTICE TO USERS (NEW ZEALAND)

- The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.
- This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.
- Devices connected to the telephone port may lose their memory if this fax machine is on line for extended periods. To prevent this, such devices should have the facility for battery or similar backup of memory.
- This device may be subject to ringing or bell tinkle when certain other devices are connected to the same line. If this occurs, the problem should not be referred to the Telecom Faults Service.
- This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.
- Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary telephone port is not specifically designed for 3-wire connected equipment that may not respond to incoming ringing when attached to this port.

Important Safety Instructions Region B

Notes to Users in the State of California

Perchlorate Material - special handling may apply. See: www.dtsc.ca.gov/hazardouswaste/perchlorate

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Energy Star standards and logos are internationally uniform.

This machine is equipped with the following Energy Saver modes: Energy Saver mode 1 and Energy Saver mode 2. The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when any key is pressed.

Energy Saver mode 1

This machine automatically enters Energy Saver mode 1 about 30 seconds after the last operation is completed.

Energy Saver mode 2

This machine automatically enters Energy Saver mode 2 1 minute after the last operation is completed.

Specifications

Energy Saver mode 1	Power Consumption *1	45 W or less
	Default Interval	30 seconds
	Recovery Time *1	10 seconds or less

Energy Saver mode 2	Power Consumption *1	5 W or less
	Default Interval	1 minute
	Recovery Time *1	25 seconds or less

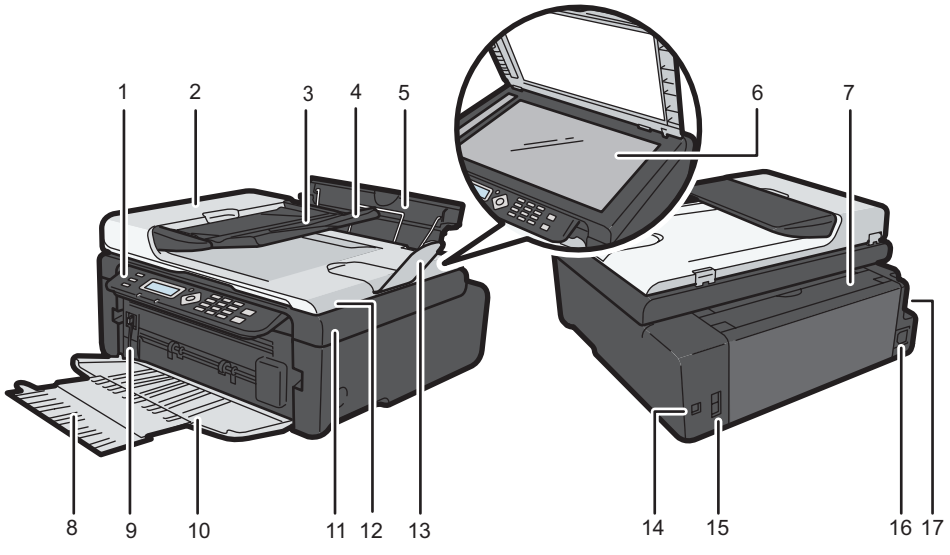
*1 Recovery time and power consumption may differ depending on the conditions and environment of the machine.

1. Guide to the Machine

Guide to Components

This section introduces the names of the various parts on the front and rear side of the machine and outlines their functions.

Exterior



1. **Control Panel**

   Contains a screen and keys for machine control.

2. **ADF Cover**

   Open this cover to remove originals jammed in the ADF.

3. **Input Tray for the ADF**

   Place stacks of originals here. They will feed in automatically. This tray can hold up to 15 sheets of plain paper.

4. **Tray Extension for the ADF**

   Pull out this tray extension to hold the originals.

5. **Input Tray**

   This tray can hold up to 50 sheets of plain paper.

6. **Exposure Glass**

   Place originals here sheet by sheet.

7. **Input Tray Cover**

   Set this cover up and pull out the paper source tray to load paper.

8. **Tray Extension**

   Pull out and extend this tray extension to hold the output paper.

9. **Fusing Pressure Release Lever**

   If paper is jammed, lower the lever on the left end, and then remove the paper.

10. **Front Cover**

    Open this cover to pull out the output tray before printing.

11. **Maintenance Cover**

    Lift up this cover to replace consumables or clear a paper jam.

12. **Auto Document Feeder (Exposure Glass Cover)**

    The auto document feeder (ADF) is integrated with the exposure glass cover. Open this cover to place documents on the exposure glass.

13. **Tray Extension**

    Pull out this tray extension to hold the originals.

14. **USB Port**

    Use this port to connect the machine to a computer using a USB cable.

15. **Line and TEL Port**

    - Upper port: Port for external telephone connection.
    - Lower port: G3 (analog) line Interface port for telephone line connection.

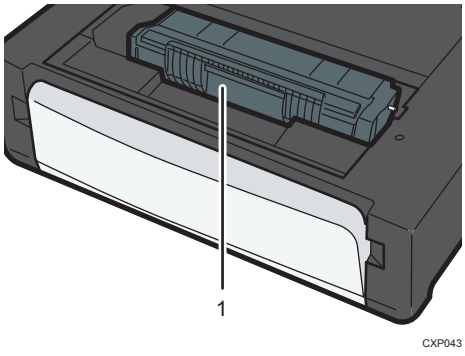
16. **Power Connector**

    Connect the power cord to the machine here. Insert the other end of the cable into a nearby wall outlet.

17. **Power Switch**

    Use this switch to turn the power on or off.

Interior



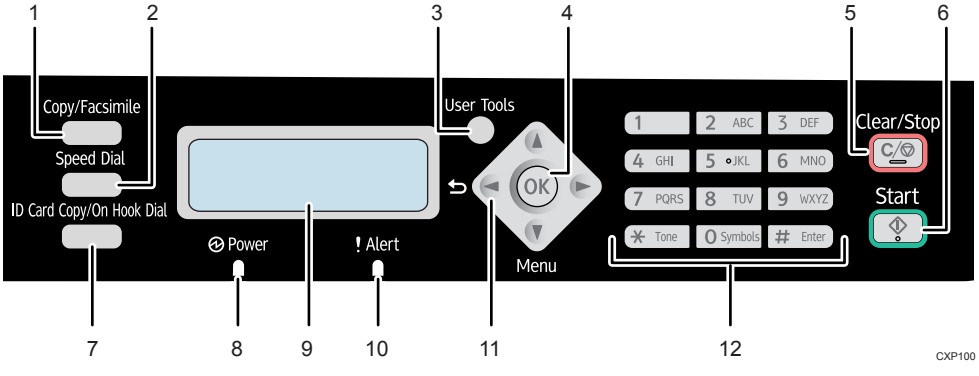
1. **Print Cartridge**

   A replacement consumable that is required to make prints on paper. For details about replacing the cartridge, see page 119 "Replacing the Print Cartridge".

Control Panel

Important

- **The actual control panel may look different from the illustration below, depending on the country of use.**



1. **[Copy/Facsimile] key**

   Use this key to switch the machine to copier or fax mode.

2. **[Speed Dial] Key**

   Use this key to send a fax using a registered speed dial number.

3. **[User Tools] Key**

   Press to display the menu for configuring the machine's system settings.

4. **[OK] Key**

   Use this key to confirm settings and specified values, or move to the next menu level.

5. **[Clear/Stop] Key**

   Use this key to cancel or stop a print job, document copying, fax transmission/reception, and other actions in progress.

6. **[Start] Key**

   Use this button to start fax transmit/receive or copy.

7. **[ID Card Copy/On Hook Dial] Key**

   When the machine is in copier mode, use this key to perform an ID copy or modify ID copy settings.

   When the machine is in fax mode, use this key to perform on-hook dialing.

8. **Power Indicator**

   This indicator lights up blue when the machine is turned on. It flashes when a print job is received and while printing, scanning, or fax transmission/reception is in progress.

9. **Screen**

   Displays current status and messages.

10. **Alert Indicator**

    This indicator lights up red when the machine runs out of paper or consumables, when the paper settings do not match the settings specified by the driver, or when other errors occur. It flashes slowly when the machine is running out of toner.

11. **Scroll Keys**

    Press these keys to move the cursor in each direction.

12. **Number Keys**

    Use to enter numerical values when specifying settings such as fax numbers and copy quantities, or enter letters when specifying names.

Installing the Driver and Software

You can install the necessary driver for this machine using the included CD-ROM.

The operating systems compatible with the drivers and software for this machine are: Windows XP/Vista/7/8 and Windows Server 2003/2003 R2/2008/2008 R2/2012.

The procedure in this section is an example based on Windows 7. The actual procedure may vary depending on the operating system you are using.

Important

- **Be sure to disconnect the USB cable from the machine and turn the machine off before beginning the installation.**

Quick Install

Use Quick Install to install the printer driver, TWAIN driver, WIA driver, PC FAX driver, and Smart Organizing Monitor from the CD-ROM.

1. **Close all applications except this manual.**
2. **Insert the CD-ROM into the CD-ROM drive.**
3. **Select a language for the interface, and then click [OK].**
4. **From the CD-ROM menu, click [USB Quick Install].**
5. **Follow the instructions in the installation wizard.**

Upgrading or Deleting the Printer Driver

Upgrading the printer driver

1. **On the [Start] menu, click [Devices and Printers].**
   - Windows XP, Windows Server 2003/2003 R2:

     On the [Start] menu, select [Printers and Faxes].
   - Windows Vista, Windows Server 2008:

     On the [Start] menu, select [Control Panel], and then click [Printers] in [Hardware and Sound] category.
   - Windows 8, Windows Server 2012:

     Click [Search] on the Charm Bar, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].

2. **Right-click the icon of the printer model you want to modify, and then click [Printer properties].**
3. **Click the [Advanced] tab.**
4. **Click [New Driver...], and then click [Next].**
5. **Click [Have Disk...].**
6. **Click [Browse...], and then select the printer driver location.**
7. **Click [OK], and then specify the printer model.**
8. **Click [Next].**
9. **Click [Finish].**
10. **Click [OK] to close the printer properties window.**
11. **Restart the computer.**

Deleting the printer driver

1. **On the [Start] menu, click [Devices and Printers].**
   - Windows XP, Windows Server 2003/2003 R2:

     On the [Start] menu, select [Printers and Faxes].
   - Windows Vista, Windows Server 2008:

     On the [Start] menu, select [Control Panel], and then click [Printers] in [Hardware and Sound] category.
   - Windows 8, Windows Server 2012:

     Click [Search] on the Charm Bar, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].
2. **Right-click the icon of the printer you want to delete, and then click [Remove device].**
   - Windows XP/Vista, Windows Server 2003/2003 R2/2008

     Right-click the icon of the machine you want to delete, and then click [Delete].
3. **Click [Yes].**
4. **Click any printer icon, and then click [Print server properties].**
5. **Click the [Drivers] tab.**
6. **Click the [Change Driver Settings] button if it is displayed.**
7. **Click [Remove...].**
8. **Select [Remove driver and driver package.], and then click [OK].**
9. **Click [Yes].**
10. **Click [Delete].**

11. Click [OK].
12. Click [Close] to close the print server properties window.

Initial Setup

When you turn this machine on for the first time, you must set the following items. Select each setting using the [▼], [▲], or number keys, and then press the [OK] key.

- [Language]
- [Country Code]
- [Year]
- [Month]
- [Day]
- Date format
- Time format
- [Hour]
- [Minute]

What is Smart Organizing Monitor?

Install this utility on your computer from the included CD-ROM before using it.

Smart Organizing Monitor provides the following functions:

- Displays the status of the machine

  Displays paper jam messages and other error messages.
- Paper size and type settings

  Displays the settings for paper sizes or types available on this machine.
- Print test and configuration pages

  Prints List/Report to check the list of settings for this machine and other information.
- Modify the system settings

  Use to change custom paper size settings and other settings on this machine.
- Modify the Speed Dial

  Register, change, or delete Speed Dial settings.

For details about basic instructions on how to use Smart Organizing Monitor, see page 115 "Configuring the Machine Using Smart Organizing Monitor".

2. Loading Paper

Supported Paper

Paper Size

- A4
- $8^1/_2$ " × 11 " (Letter)
- $8^1/_2$ " × 14 " (Legal)
- B5
- $5^1/_2$ " × $8^1/_2$ " (Half Letter)
- $7^1/_4$ " × $10^1/_2$ " (Executive)
- A5
- A6
- B6
- 16K (197 × 273 mm)
- 16K (195 × 270 mm)
- 16K (184 × 260 mm)
- 8 " × 13 " (F/GL)
- $8^1/_2$ " × 13 " (Foolscap)
- $8^1/_4$ " × 13 " (Folio)
- Custom Paper Size

  The following paper sizes are supported as custom paper sizes:

  - Approximately 90-216 mm (3.6-8.5 inches) in width
  - Approximately 148-356 mm (5.8-14 inches) in length

Paper Type

- Plain Paper (65-99 g/m^2 (17-26 lb.))
- Recycled Paper (75-90 g/m^2 (20-24 lb.))
- Thin Paper (52-64 g/m^2 (14-17 lb.))
- Thick Paper (100-130 g/m^2 (26.6-34 lb.))

Paper Capacity

50 sheets

(70 g/m^2, 19 lb.)

Non-Recommended Paper Types

Do not use the following types of paper:

- Ink-jet printer paper
- GelJet special paper
- Bent, folded, or creased paper
- Curled or twisted paper
- Wrinkled paper
- Damp paper
- Dirty or damaged paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead paper.

  Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g.monochrome and color copiers, ink-jet printers, etc.)
- Special paper, such as thermal paper and carbon paper
- Paper weighing heavier or lighter than the limit
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which glue or base paper is exposed
- Paper with clips or staples

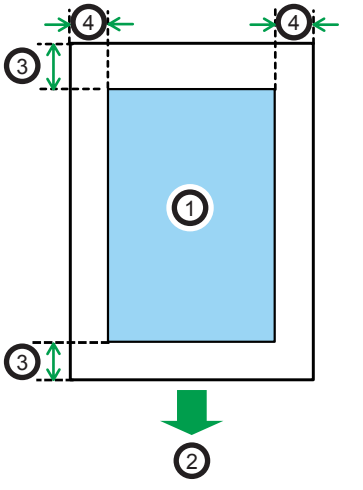
Note

- When loading paper, take care not to touch the surface of the paper.
- Even if paper is adequate for the machine, poorly stored paper can cause paper misfeeds, print quality degradation, or malfunctions.

Print Area

The diagram below shows the area of the paper that the machine can print on.

From the printer driver

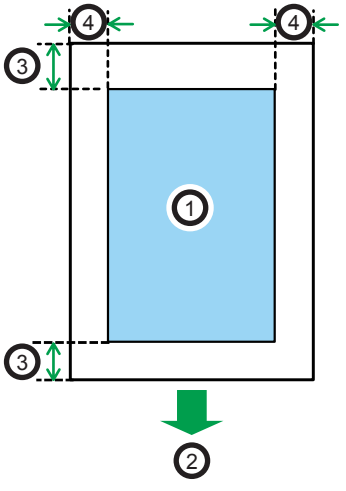


1. **Print area**
2. **Feed direction**
3. **Approx. 4.2 mm (0.2 inches)**
4. **Approx. 4.2 mm (0.2 inches)**

Note

- The print area may vary depending on the paper size and printer driver settings.
- Adjust the print position by specifying [Registration] in [System Settings].

Copier function



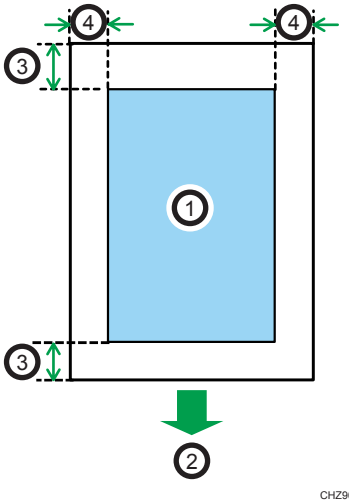
CHZ904

1. **Print area**
2. **Feed direction**
3. **Approx. 4 mm (0.2 inches)**
4. **Approx. 3 mm (0.1 inches)**

Note

- The print area may vary depending on the paper size.

Fax function



CHZ904

1. **Print area**
2. **Feed direction**

3. **Approx. 4.2 mm (0.2 inches)**
4. **Approx. 4.2 mm (0.2 inches)**

Note

- The print area may vary depending on the paper size.

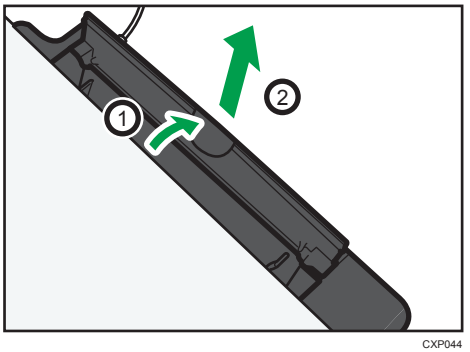
Loading Paper

Load a stack of paper for printing in the input tray on the back of the machine.

Important

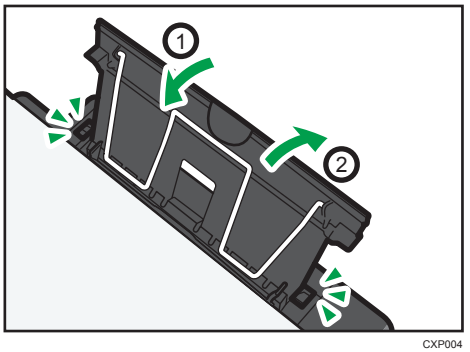
- When loading paper, be sure to configure the size and type of paper. When printing a document, specify the paper size and type in the printer driver so that the settings configured when paper is loaded can be used for printing.

1. Open the input tray cover and pull out the tray.



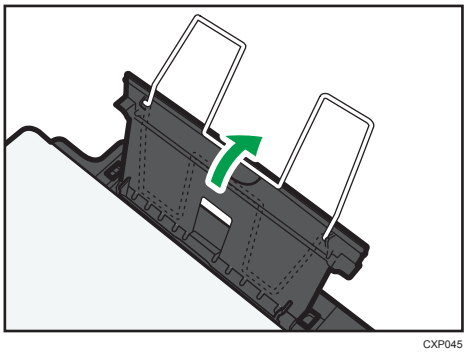
CXP044

2. After pulling out the tray, tilt it back and forth, and then attach the end of the input tray to the machine.



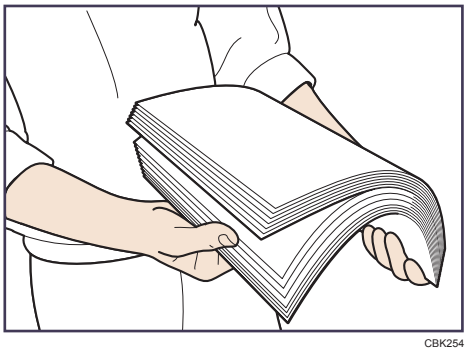
CXP004

3. Raise up the paper support wire.



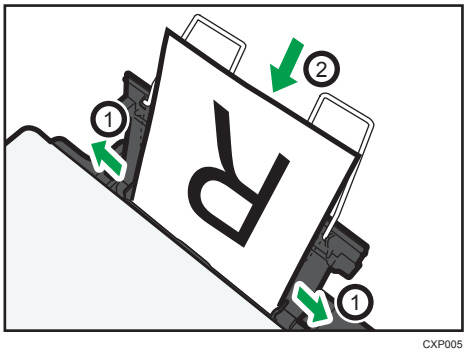
CXP045

4. Fan the paper before loading it in the tray.



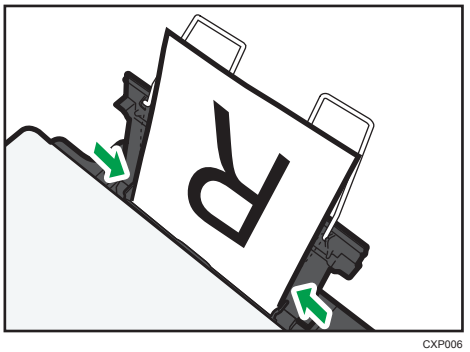
CBK254

5. Slide the paper guide on both sides outward, and then load the paper print side up until it stops.



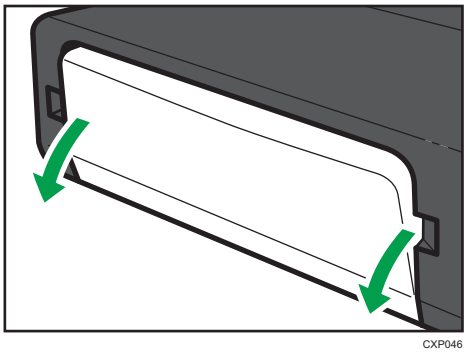
CXP005

6. Adjust the paper guide on both sides to fit the paper width.



CXP006

7. Open the front cover and tray extension.

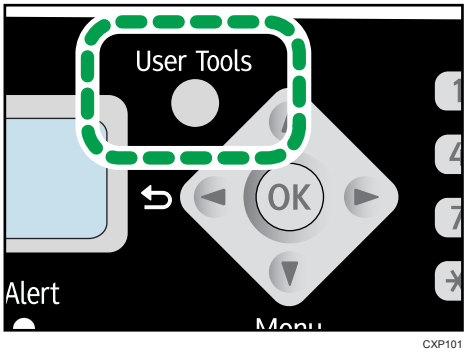


CXP046

Specifying Paper Type and Paper Size Using Control Panel

Specifying the paper type

1. Press the [User Tools] key.



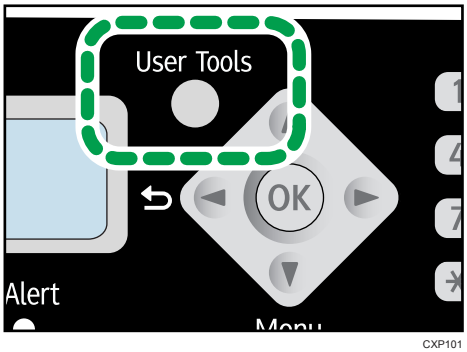
CXP101

2. Press the [▼] or [▲] key to select [System Settings], and then press the [OK] key.

3. Press the [▼] or [▲] key to select [Tray Paper Settings], and then press the [OK] key.
4. Press the [▼] or [▲] key to select [Paper Type], and then press the [OK] key.
5. Press the [▼] or [▲] key to select the paper type, and then press the [OK] key.
6. Press the [◄] key to return to the initial screen.

Specifying the standard paper size

1. Press the [User Tools] key.

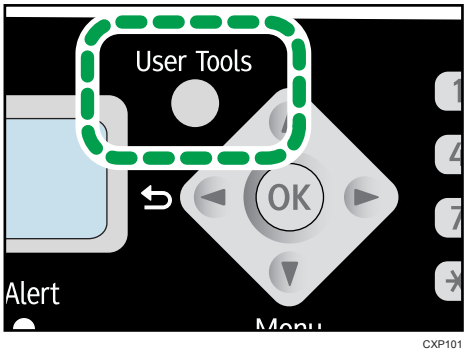


CXP101

2. Press the [▼] or [▲] key to select [System Settings], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [Tray Paper Settings], and then press the [OK] key.
4. Press the [▼] or [▲] key to select [Paper Size], and then press the [OK] key.
5. Press the [▼] or [▲] key to select the paper size, and then press the [OK] key.
6. Press the [◄] key to return to the initial screen.

Specifying a custom paper size

1. Press the [User Tools] key.



CXP101

2. Press the [▼] or [▲] key to select [System Settings], and then press the [OK] key.

3. Press the [▼] or [▲] key to select [Tray Paper Settings], and then press the [OK] key.
4. Press the [▼] or [▲] key to select [Paper Size], and then press the [OK] key.
5. Press the [▼] or [▲] key to select [Custom], and then press the [OK] key.
6. Press the [▼] or [▲] key to select [mm] or [inch], and then press the [OK] key.
7. Press the [▼] or [▲] key to specify the width, and then press the [OK] key.
8. Press the [▼] or [▲] key to specify the length, and then press the [OK] key.
9. Press the [OK] key.
10. Press the [User Tools] key to return to the initial screen.

Specifying Paper Type and Paper Size Using Smart Organizing Monitor

The procedure in this section is an example based on Windows 7. The actual procedure may vary depending on the operating system you are using.

Specifying the paper type and paper size

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor for SP xxx Series Status].
4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
5. Click [OK].
6. On the [Status] tab, click [Change...].
7. Select the paper type and paper size, and then click [OK].
8. Click [Close].

Changing the custom paper size

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor for SP xxx Series Status].
4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
5. Click [OK].
6. On the [User Tool] tab, click [Printer Configuration].

7. On the [System] tab, select [mm] or [inch] in the [Measurement Unit:] list.
8. In the [Horizontal: (90 to 216 mm)] box, enter the width.
9. In the [Vertical: (148 to 356 mm)] box, enter the length.
10. Click [OK].
11. Click [Close].

Placing Originals

This section describes the types of originals you can set and how to place them.

About Originals

Recommended size of originals

Exposure glass

- Up to 216 mm (8.5 ") in width, up to 297 mm (11.7 ") in length

ADF

- Paper size: 140 to 216 mm (5.5 " to 8.5 ") in width, 140 to 356 mm (5.5 " to 14 ") in length
- Paper weight: 60 to 90 g/m^2 (16 to 24 lb.)

Up to 15 sheets of an original can be placed in the ADF at once (when using paper weighing 80 g/m^2, 21.3 lb.).

Types of originals not supported by the Auto Document Feeder

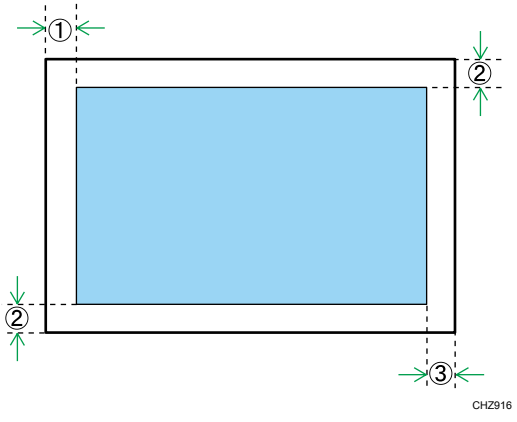
If placed in the ADF, the following types of originals might be damaged, become jammed, or result in gray or black lines appearing on prints:

- Originals larger or heavier than the recommended amount
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin, highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that are wet with toner or white out

Unscannable image area

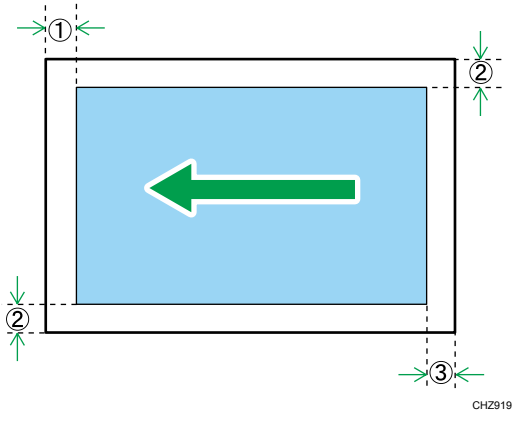
Even if you correctly place originals, margins of a few millimeters on all four sides of the original may not be scanned.

Margins when using exposure glass



1. Approx. 4.1 mm (0.2 inches)
2. Approx. 3 mm (0.1 inches)
3. Approx. 4 mm (0.2 inches)

Margins when using ADF



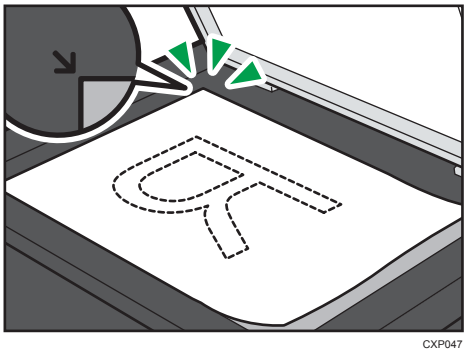
1. Approx. 4.1 mm (0.2 inches)
2. Approx. 3 mm (0.1 inches)
3. Approx. 4.3 mm (0.2 inches)

Placing Originals on the Exposure Glass

Important

- Do not place originals until all correction fluid or toner becomes completely dry. Doing so may create marks on the exposure glass that will appear on copies.

1. Lift the exposure glass cover.
2. Place the original face down on the exposure glass. The original should be aligned to the rear left corner.

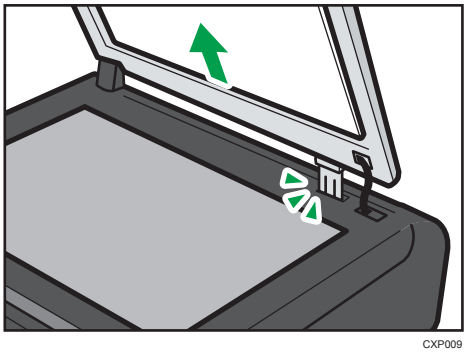


CXP047

3. Lower the exposure glass cover.

Scanning thick originals

1. Lift the exposure glass cover.
2. Pull up the exposure glass cover and remove it.



CXP009

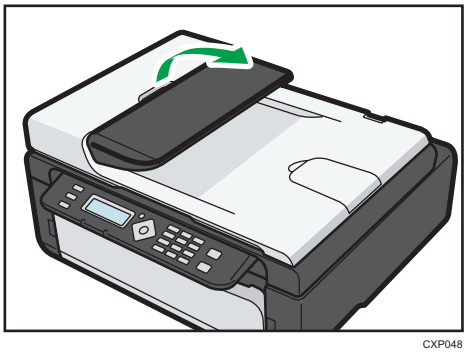
3. Place the original face down on the exposure glass. The original should be aligned to the rear left corner.
4. Lower the exposure glass cover.

Placing Originals in the Auto Document Feeder

Important

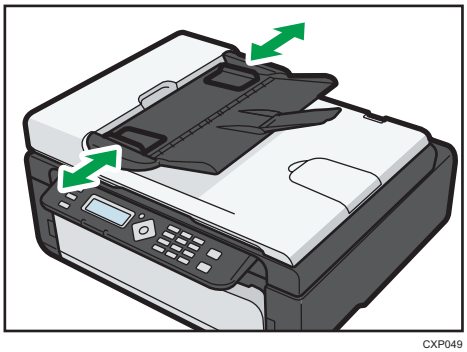
- Do not place originals mixed with different in the ADF all at once.
- To prevent multiple sheets from being fed at once, fan the bundle of your original before placing them in the ADF.

1. Open the input tray for the ADF.



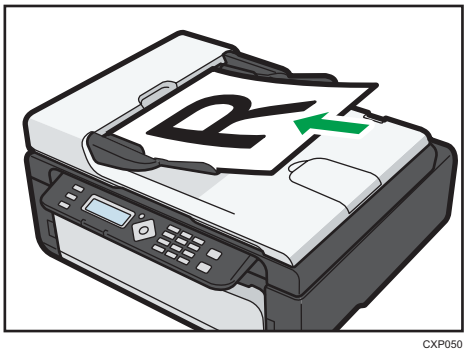
CXP048

2. Adjust the guides according to the size of the originals.



CXP049

3. Place the aligned originals face up in the ADF. The last page should be on the bottom.



CXP050

3. Printing Documents

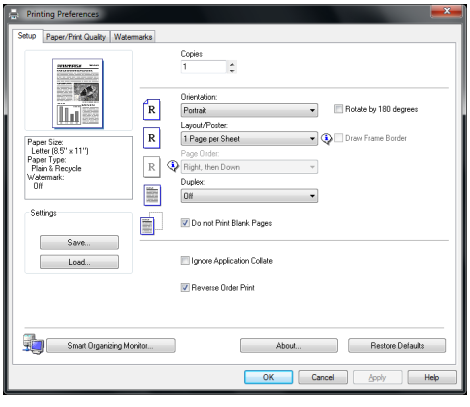
Basic Operation

Use the printer driver to print a document from your computer.

Important

- **Before printing, check that the paper size specified in [Document Size:] on the [Paper/Print Quality] tab matches the size of the paper in the paper tray.**

1. **After creating a document, open the [Printing Preferences] dialog box in the document's native application.**



2. **Change any print settings if necessary.**

   The following print settings can be specified using the printer driver:

   - Printing multiple pages on a sheet
   - Splitting a single page across multiple sheets
   - Printing on both sides of sheets
   - Not having blank pages printed
   - Having prints sorted
   - Saving printer driver settings as a file
   - Recalling and deleting saved printer properties settings
   - Printing on a custom size paper
   - Printing a large paper size document on smaller size paper
   - Reducing and enlarging a document size
   - Changing the print resolution
   - Saving on toner when printing

- Changing the dithering pattern
- Having text stamped on prints

For details about each setting items, click [Help].

3. **When setting changes are completed, click [OK].**
4. **Print the document using the print function in the document's native application.**

Note

- If a paper jam occurs, printing stops halfway. Open the maintenance cover to remove the jammed paper. Printing will resume automatically after the maintenance cover is closed. If the maintenance cover is not opened to remove jammed paper, press the [Start] key to resume printing.
- If the paper runs out, replenish it, and then press the [Start] key to resume printing.

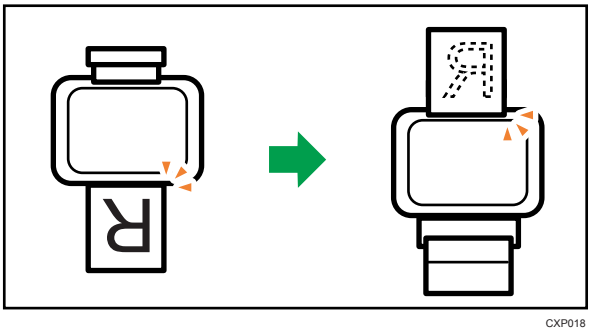
Printing on Both Sides of Sheets

1. **After creating a document, open the [Printing Preferences] dialog box in the document's native application.**
2. **On the [Setup] tab, in the [Duplex:] list box, select how you want to open the bound output.**
3. **After making any additional settings, click [OK].**
4. **Start printing.**

   The machine prints only the one sides of pages first, and then displays on Smart Organizing Monitor screen a message to reload the outputs turned over.
5. **Take out all of the prints from the output tray and place them in the input tray.**

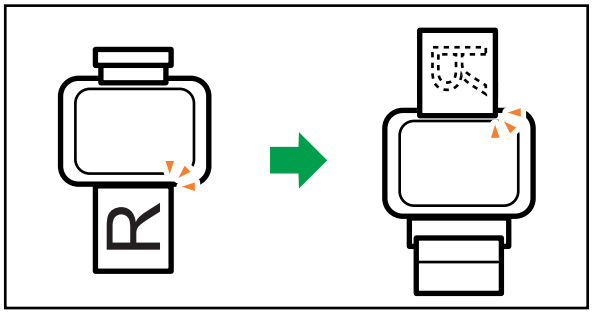
   To print on the reverse side of the prints, turn them over so that the blank side faces up and place them in the input tray.

   Portrait



CXP018

Landscape



6. **Press the [Start] key.**

Canceling a Print Job

You can cancel print jobs using either the machine's control panel or your computer, depending on the status of the job.

Canceling a print job before printing has started

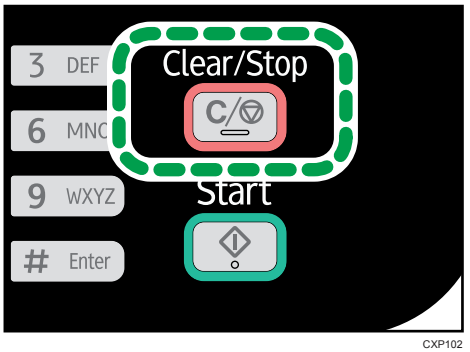
1. **Double-click the printer icon on the task tray of your computer.**
2. **Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].**

Note

- If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled.
- It may take a while to cancel a large print job.

Canceling a print job while printing

1. **Press the [Clear/Stop] key.**



2. **Press the [1] key.**

   To cancel printing, press the [1] key (1: Yes). To continue printing, press the [2] key (2: No).

If a Paper Mismatch Occurs

If the paper size or type does not match the print job's settings, the machine reports an error. There are two ways to resolve this error:

Important

- **If [Auto Continue] is set to [0 sec.], the machine continues printing and does not display the error message.**

Continue printing using mismatched paper

Use the form-feed function to ignore the error and print using mismatched paper.

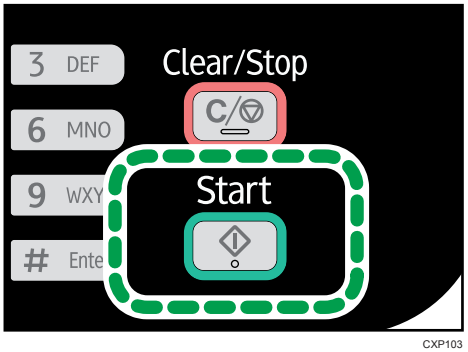
Reset the print job

Cancel printing.

Continuing Printing Using Mismatched Paper

If the paper is too small for the print job, the printed image will be cropped.

1. **If the error message is displayed, press the [Start] key.**

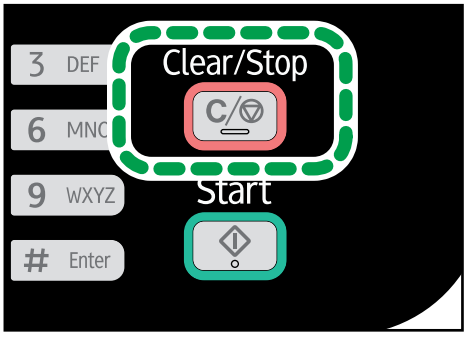


Note

- If the error message appears again, check whether the specified paper size matches the size of the paper in the paper tray.

Resetting the Print Job

1. **If the error message is displayed, press the [Clear/Stop] key.**

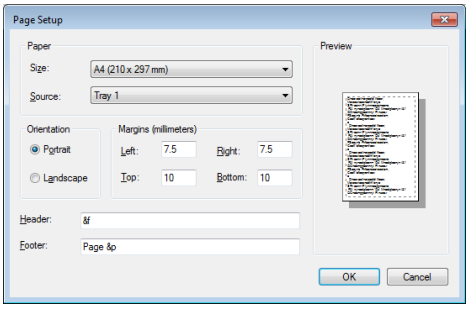


Preventing Paper Mismatch Errors

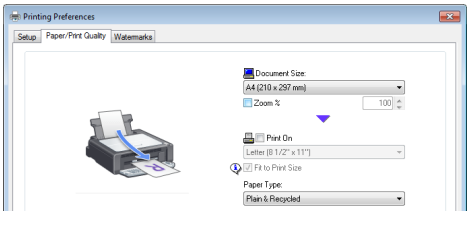
To prevent paper mismatch errors, use the following procedure to check that the print settings are properly configured:

1. **Specify the same paper size in both the application and the printer driver.**

   Application (e.g., WordPad): Click [Page Setup] on the [File] menu.

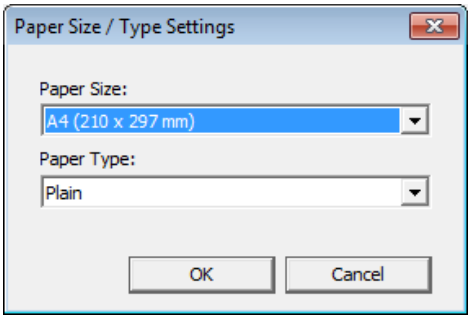


   Printer driver (Printer Preferences dialog box): Click the [Paper/Print Quality] tab.



2. **If the error persists even after you have performed Step 1, check that the paper size setting specified in the printer driver matches the size of paper you are using.**

   Smart Organizing Monitor: On the [Status] tab, click [Change...].



Note

- If [Sub Paper Size:] is enabled, the machine treats A4 and Letter-size paper as being equivalent and will not report a paper size mismatch between them.

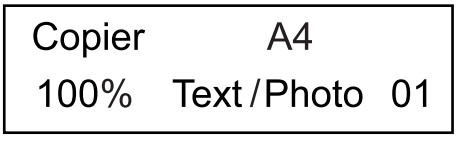
4. Copying Originals

Copier Mode Screen

When the machine is turned on, the copier screen appears first.

When the fax screen is shown on the display, press the [Copy/Facsimile] key on the control panel to switch to the copier screen.

Standby mode screen



- First line:

  Displays the function and paper size specified on the machine. The following five functions are available:

  - Copier, ID Card Copy, Sort, 2 Sided Copy, 2 Sided/Sort

- Second line:

  Displays the copy magnification ratio or combine setting ([2 on 1] or [4 on 1]), document type, and the number of copies.

Settings that can be specified for the current job

By pressing the [▼] or [▲] key in the Standby mode screen, you can specify the following settings for the current job.

- Tray Paper Settings
- Sort
- Original Type
- Density
- Reduce/Enlarge
- Combine
- 2 Sided Copy

Note

- The start-up mode can be specified in the [Function Priority] setting under [System Settings].

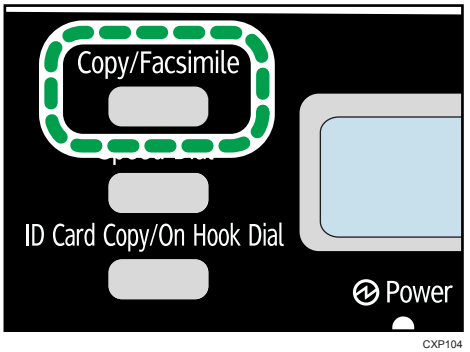
Basic Operation

Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.
- When making multiple copies of a multi-page document, you can select whether copies are output in collated sets, or in page batches in the [Sort] setting under [Copier Features].

1. **Make sure that the copier mode screen is displayed.**

   When the fax mode screen is displayed, press the [Copy/Facsimile] key to switch to the copier mode screen.



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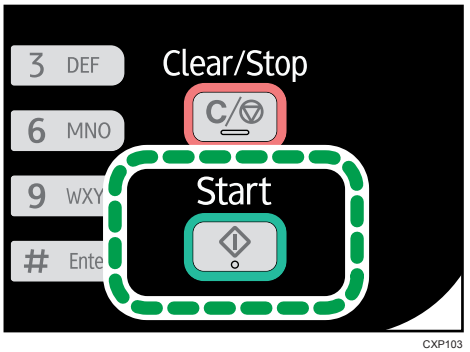
2. **Place the original on the exposure glass or in the ADF.**
3. **To make multiple copies, enter the number of copies using the number keys.**
4. **Press the [Start] key.**



CXP103

Note

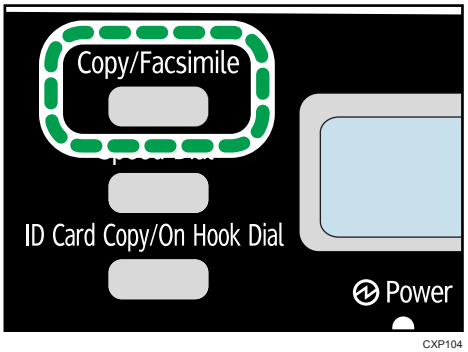
- If a paper jam occurs, printing stops halfway. Open the maintenance cover to remove the jammed paper. Printing will resume automatically after the maintenance cover is closed. If the maintenance cover is not opened to remove jammed paper, press the [Start] key to resume printing.

- If there is a paper jam in the ADF, open the ADF cover, and then remove the jammed paper. Specify the copy setting again from the page where the paper jammed.
- If the paper runs out, replenish it, and then press the [Start] key to resume printing.

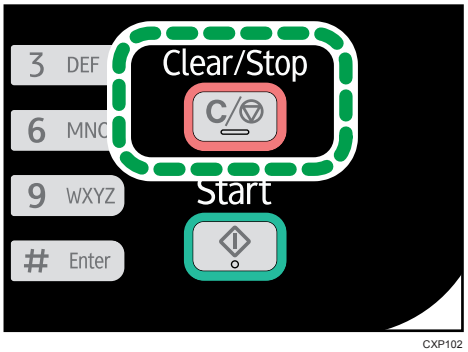
Canceling a Copy

If copying is canceled while scanning an original placed on the exposure glass, copying is canceled immediately and there is no printout. If copying is canceled while scanning a multiple-page original placed in the ADF, scanning stops halfway at the current page.

1. **Make sure that the copier mode screen is displayed.**



2. **Press the [Clear/Stop] key.**



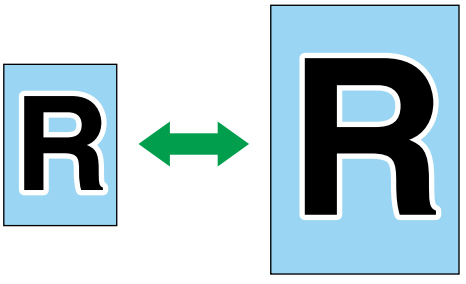
3. **Press the [1] key.**

   To cancel printing, press the [1] key (1: Yes). To continue printing, press the [2] key (2: No).

Making Enlarged or Reduced Copies

There are two ways to set the scaling ratio: using a preset ratio or manually specifying a customized ratio.

Preset ratio



CES103

Region A (mainly Europe and Asia)

50%, 71% A4 → A5, 82% B5 JIS → A5, 93%, 122% A5 → B5 JIS, 141% A5 → A4, 200%

Region B (mainly North America)

50%, 65% LT → HLT, 78% LG → LT, 93%, 129% HLT → LT, 155% HLT → LG, 200%

Custom ratio

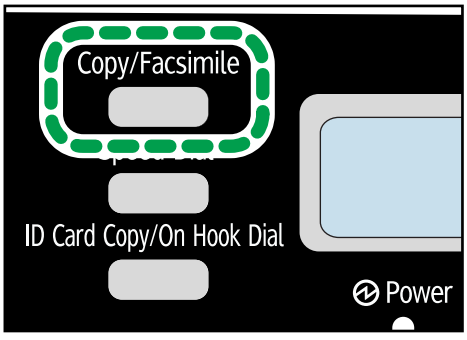
CES106

25% to 400% in 1% increments.

Specifying Reduce/Enlarge

1. **Make sure that the copier mode screen is displayed.**

   When the fax mode screen is displayed, press the [Copy/Facsimile] key to switch to the copier mode screen.



2. **Press the [▼] or [▲] key in the standby mode screen to select [Reduce/Enlarge], and then press the [OK] key.**
3. **Press the [▼] or [▲] key to select the ratio, and then press the [OK] key.**

   If [Zoom: 25-400%] has been selected, enter the ratio using the number keys, and then press the [OK] key.
4. **Press the [◀] key to return to the initial screen.**

Note

- To apply the specified setting to all jobs, specify [Reduce/Enlarge] in [Copier Features].

Combining Multiple Pages

Scanned pages of the original can automatically be scaled down so that two or four pages can be printed at once on a single sheet of paper.

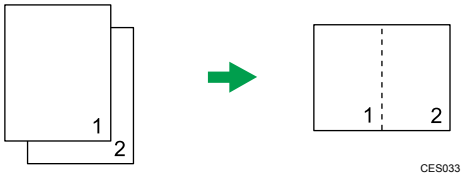
Important

- **To use this function, the paper size used for printing copies must be set to A4 or Letter.**

2 on 1

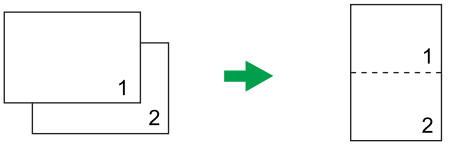
You can copy two pages of an original onto a single sheet of photocopied paper. Depending on the orientation of the original, the printout format can be selected from the following:

- Portrait



CES033

- Landscape

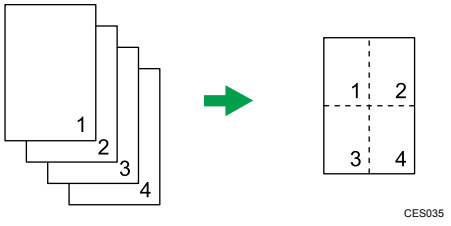


CES034

4 on 1

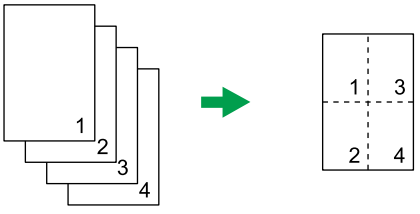
You can copy four pages of an original onto a single sheet of photocopied paper. Depending on the orientation of the original, the printout format can be selected from the following:

- Portrait: L to R



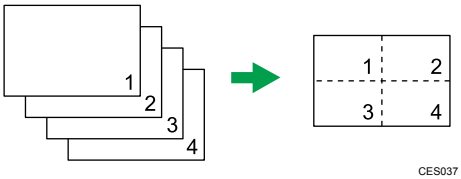
CES035

- Portrait: T to B



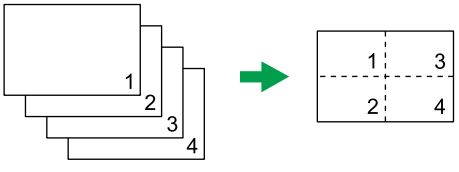
CES036

- Landscape: L to R



CES037

- Landscape: T to B

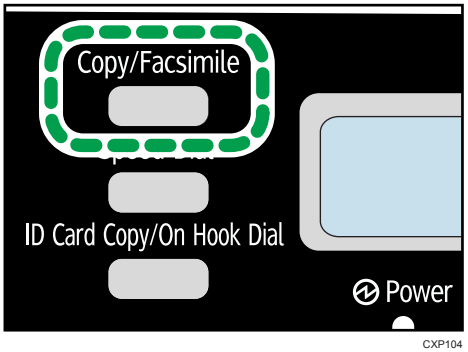


CES038

Specifying Combine for Copying

1. **Make sure that the copier mode screen is displayed.**

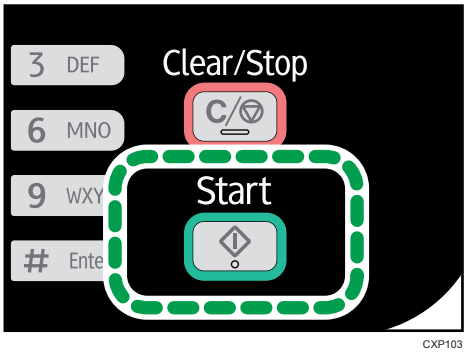
   When the fax mode screen is displayed, press the [Copy/Facsimile] key to switch to the copier mode screen.



CXP104

2. **Press the [▼] or [▲] key in the standby mode screen to select [Combine], and then press the [OK] key.**
3. **Press the [▼] or [▲] key to select [2 on 1] or [4 on 1], and then press the [OK] key.**

4. **Press the [▼] or [▲] key to select the printout format, and then press the [OK] key.**
5. **Press the [◀] key to return to the initial screen.**
6. **Place the original on the exposure glass or in the ADF.**
7. **To make multiple copies, enter the number of copies using the number keys.**
8. **Press the [Start] key.**



When you place the original on the exposure glass, perform the following steps to scan the subsequent pages of the original.

9. **When the current page is scanned, place the next page on the exposure glass, and then press the [Start] key.**
10. **Repeat Step 9 until all the pages of the original are scanned.**

When [Sort] is enabled, scan all the pages and then press the [OK] key to start printing copies of them.

Note

- To apply the specified setting to all jobs, specify [Combine] in [Copier Features].

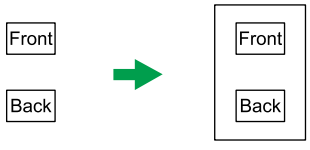
Copying Both Sides of an ID Card onto One Side of Paper

This section describes how to copy the front and back sides of an ID card or other small documents onto either side of a sheet of paper.

When copying onto A4 paper, you can copy documents that are smaller than A5. Likewise, when copying onto Letter size paper, you can copy documents that are smaller than Half Letter size.

Important

- **To use this function, the paper size used for printing copies must be set to A6, A5, A4, Half Letter, or Letter.**

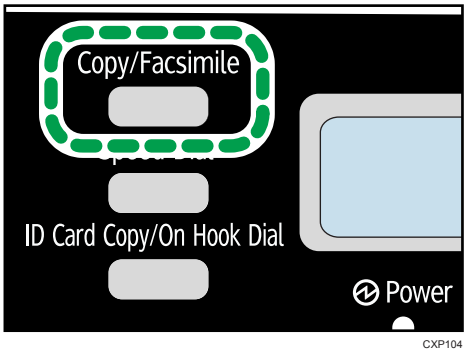


CXP020

Copying an ID Card

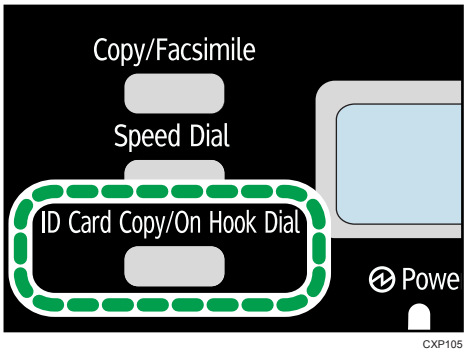
1. **Make sure that the copier mode screen is displayed.**

   When the fax mode screen appears, press the [Copy/Facsimile] key to switch to the copier mode screen.



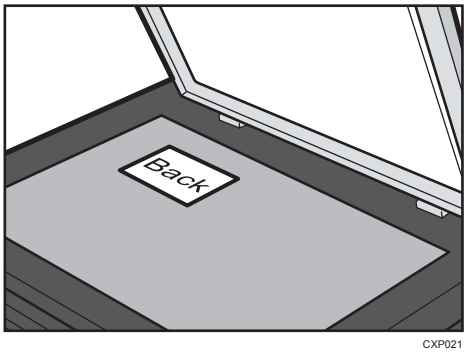
CXP104

2. **Press the [ID Card Copy/On Hook Dial] key.**



CXP105

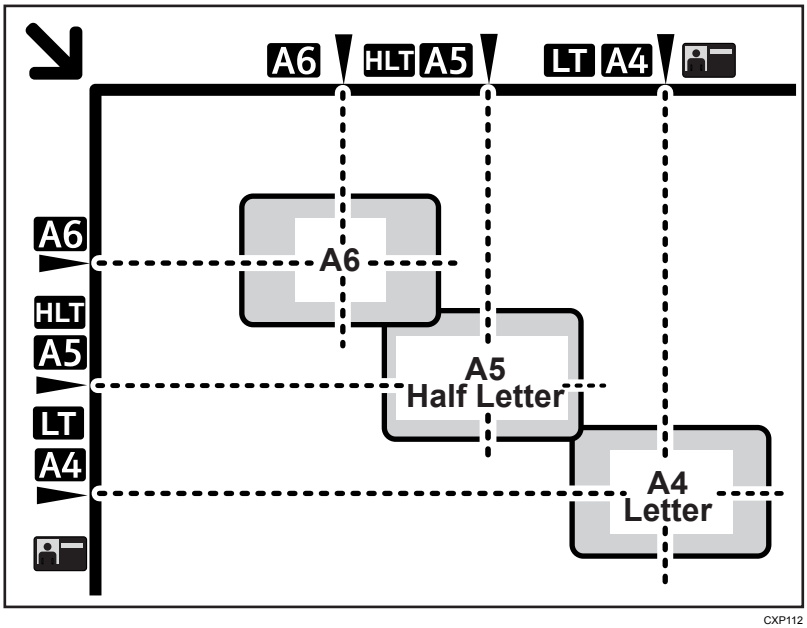
3. **To make multiple copies, enter the number of copies using the number keys.**
4. **Place the original front side down with the top to the rear of the machine on the exposure glass.**



CXP021

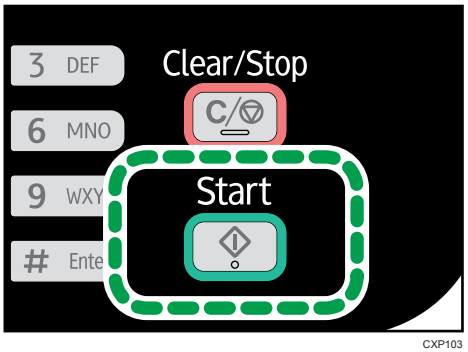
The location to place the original depends on the paper size.

Position the card so that it is centered at the intersection. (The same position applies to both the front and back of the ID card.)



CXP112

5. **Press the [Start] key.**



CXP103

6. **Within 30 seconds, place the original back side down with the top to the rear of the machine on the exposure glass, and then press the [Start] key.**

Note

- In the ID card copy screen, you can press the [▼] or [▲] key to change the paper size.

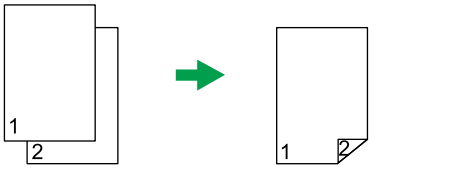
Making 2-sided Copies

Important

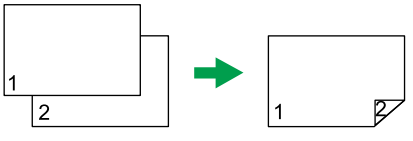
- **To use this function, the paper size used for printing copies must be set to A4 or Letter.**

You can select top-to-top or top-to-bottom binding, in either portrait or landscape orientation.

Top to Top

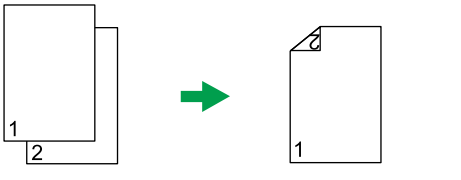


CES125

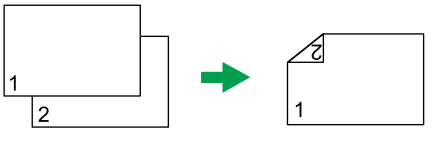


CES126

Top to Bottom



CES127

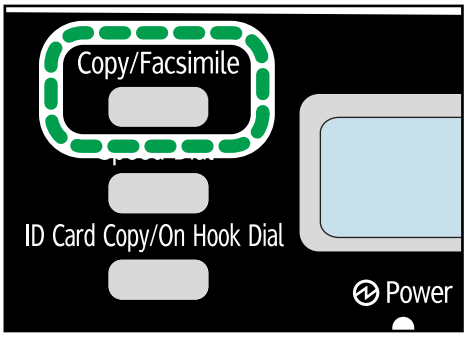


CES128

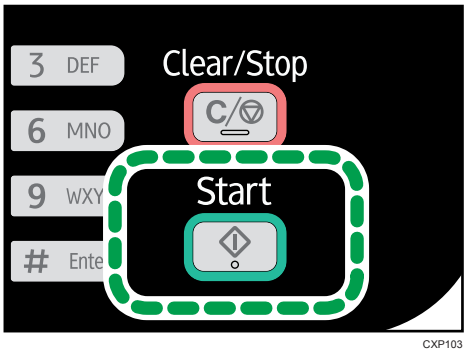
Specifying 2 Sided Copying

1. **Make sure that the copier mode screen is displayed.**

   When the fax mode screen is displayed, press the [Copy/Facsimile] key to switch to the copier mode screen.



2. **Press the [▼] or [▲] key in the standby mode screen to select [2 Sided Copy], and then press the [OK] key.**
3. **Press the [▼] or [▲] key to select [Top to Top] or [Top to Bottom], and then press the [OK] key.**
4. **Press the [▼] or [▲] key to select the orientation, and then press the [OK] key.**
5. **Press the [◄] key to return to the initial screen.**
6. **Place the original on the exposure glass or in the ADF.**
7. **To make multiple copies, enter the number of copies using the number keys.**
8. **Press the [Start] key.**



When you place the original in the ADF, all the pages are automatically scanned and then only the pages on one side are copied sequentially. Proceed to Step 10.

When you place the original on the exposure glass, perform the following steps to scan the subsequent pages.

9. **When the current page is scanned, place the next page on the exposure glass, and then press the [Start] key.**

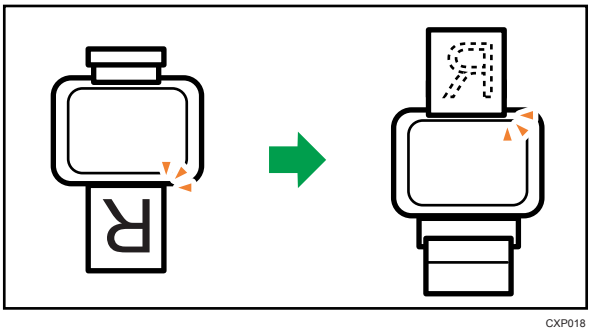
When [Sort] is disabled, the machine prints only the one sides of pages first.

When [Sort] is enabled, scan all the pages, and then press the [OK] key to start printing copies of them.

10. Take out all of the prints from the output tray and place them in the input tray.

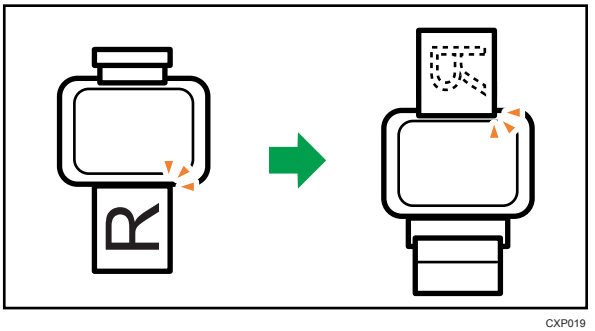
To print on the reverse side of the prints, turn them over so that the blank side faces up and place them in the input tray.

Portrait



CXP018

Landscape



CXP019

11. Press the [Start] key.

Note

- To apply the specified setting to all jobs, specify [2 Sided Copy] in [Copier Features].

Specifying the Scan Settings

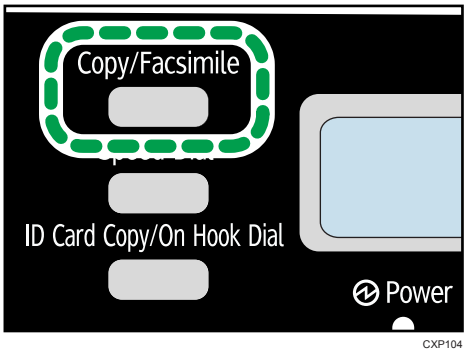
This section describes how to specify image density and scan quality for the current job.

Adjusting Image Density

There are five image density levels. The higher the density level, the darker the printout.

1. **Make sure that the copier mode screen is displayed.**

   When the fax mode screen is displayed, press the [Copy/Facsimile] key to switch to the copier mode screen.



2. **Press the [▼] or [▲] key in the standby mode screen to select [Density], and then press the [OK] key.**
3. **Press the [▼] or [▲] key to select the density level, and then press the [OK] key.**
4. **Press the [◀] key to return to the initial screen.**

Note

- To apply the specified setting to all jobs, specify [Density] in [Copier Features].

Selecting the Document Type According to Original

There are three document types:

Text

Select this when the original contains only text and no photographs or images.

Photo

Select this when the original contains only photographs or images. Use this mode for the following types of original:

- Photographs

- Pages that are entirely or mainly composed of photographs or images, such as magazine pages.

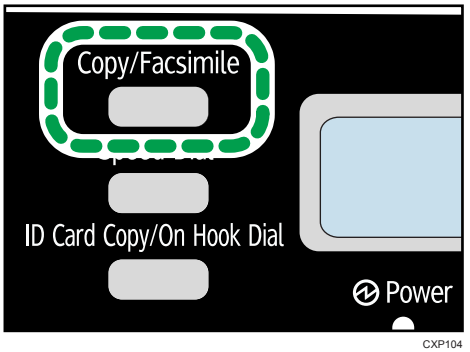
Text/Photo

Select this when the original contains both text and photographs or images.

Specifying the Original Type

1. **Make sure that the copier mode screen is displayed.**

   When the fax mode screen is displayed, press the [Copy/Facsimile] key to switch to the copier mode screen.



2. **Press the [▼] or [▲] key in the standby mode screen to select [Original Type], and then press the [OK] key.**
3. **Press the [▼] or [▲] key to select the document type, and then press the [OK] key.**
4. **Press the [◀] key to return to the initial screen.**

Note

- To apply the specified setting to all jobs, specify [Original Type] in [Copier Features].

5. Scanning from a Computer

Basic Operation

Scanning from a computer (TWAIN scanning and WIA scanning) allows you to operate the machine from your computer and scan originals into your computer directly.

1. **Your Computer (TWAIN driver already installed)**

   Instruct the machine to start scanning the original that is set on the machine.

2. **This Machine**

   The original that is set on the machine is scanned, and its data is sent to a client computer.

Using TWAIN scanner

This section describes the preparations and procedure for using the TWAIN scanner.

Important

- **To use the TWAIN scanner, you must install the TWAIN driver, which is on the supplied CD-ROM.**
- **To use the TWAIN scanner, a TWAIN-compliant application must be installed.**

To use the machine as a TWAIN scanner, first do the following:

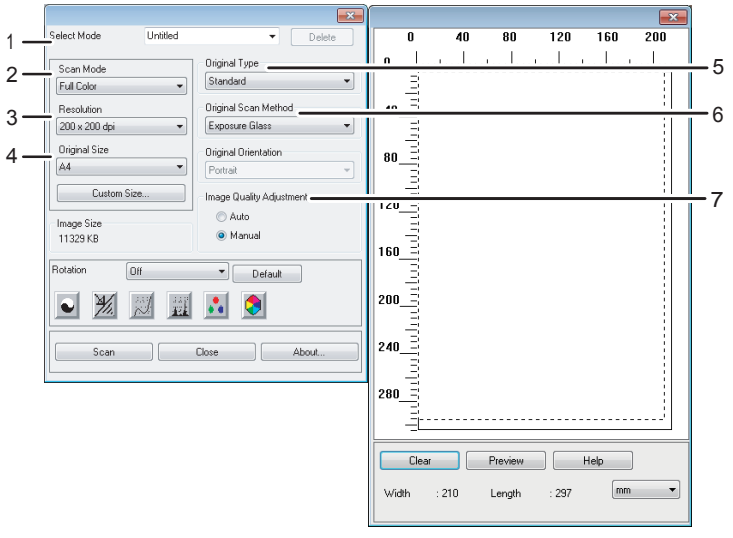
- Install the TWAIN driver.
- Install a TWAIN-compliant application.

TWAIN Scanning

TWAIN scanning is possible if your computer is running a TWAIN-compatible application.

1. **Place the original.**
2. **Open the properties dialog box for this machine using a TWAIN-compatible application.**
3. **Configure the scan settings as required, and then click [Scan].**

Settings you can configure in the TWAIN dialog box



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1. **Select Mode**

   Up to ten scan settings can be saved. The default value is applied when [Default] is selected.

2. **Scan Mode**

   Select from [Full Color], [Grayscale], [Photo], [Text], or [Text/Photo].

3. **Resolution**

   Select a resolution from the list.

   If [Text], [Text/Photo], or [Photo] is selected in [Scan Mode], the scan resolution cannot be set 1200 dpi × 1200 dpi or higher.

4. **Original Size**

   Select the scanning size. If you select [Custom Size...], enter the scanning size directly in the edit box.

5. **Original Type**

   According to your original, select a setting from the list of options detailed below.

   - [Standard] (Auto change to Full color, 200dpi × 200dpi)
   - [Photo] (Auto change to Full color, 600dpi × 600dpi)
   - [Filing] (Auto change to Text, 200dpi × 200dpi)
   - [OCR] (Auto change to Text, 400dpi × 400dpi)

6. **Original Scan Method**

   Specify the method to scan originals.

   If [ADF] is selected in [Original Scan Method], specify the orientation of the original.

7. **Image Quality Adjustment**

   You can adjust the image quality. The scan settings that can be adjusted are as follow: Rotation, Curves, Sharpness, Brightness/Contrast, Levels, Color Balance, and Hue/Saturation. When [Auto] is selected, the default values will be applied to all settings. When [Manual] is selected, all settings can be adjusted as required.

Note

- For details, see the TWAIN driver Help.

Basic Operation for WIA Scanning

1. **Place the original.**
2. **On the [Start] menu, click [Devices and Printers].**
3. **Right-click the icon of the printer model you want to use, and then click [Start scan].**
4. **Configure the scan settings as required, and then click [Scan].**
5. **Click [Import].**

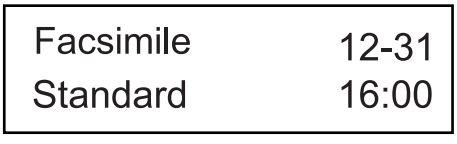
6. Sending and Receiving a Fax

Fax Mode Screen

When the machine is turned on, the copier screen appears first.

When the copier screen appears, press the [Copy/Facsimile] key on the control panel to switch to the fax screen.

Standby mode screen



- First line

  Displays the current month and date.

- Second line

  Displays the current resolution settings and time.

Settings that can be specified for the current job

By pressing the [▼] or [▲] key in the Standby mode screen, you can specify the following settings for the current job.

- Resolution
- Density

Note

- The start-up mode can be specified in the [Function Priority] setting under [System Settings].

Setting the Date and Time

1. **Press the [User Tools] key.**
2. **Press the [▼] or [▲] key to select [System Settings], and then press the [OK] key.**
3. **Press the [▼] or [▲] key to select [Set Date/Time], and then press the [OK] key.**
4. **Press the [▼] or [▲] key to select [Set Date], and then press the [OK] key.**
5. **Enter the current year using the number keys, and then press the [OK] key.**
6. **Enter the current month using the number keys, and then press the [OK] key.**
7. **Enter the current day using the number keys, and then press the [OK] key.**
8. **Press the [▼] or [▲] key to select date format, and then press the [OK] key.**
9. **Press the [◄] key.**
10. **Press the [▼] or [▲] key to select [Set Time], and then press the [OK] key.**
11. **Press the [▼] or [▲] key to select the time format, and then press the [OK] key.**

    If you have selected [24 hours], proceed to Step 13.
12. **Press the [▼] or [▲] key to select [AM] or [PM], and then press the [OK] key.**
13. **Enter the current hour using the number keys, and then press the [OK] key.**
14. **Enter the current minute using the number keys, and then press the [OK] key.**
15. **Press the [User Tools] key to return to the initial screen.**

Entering Characters

To enter characters, use keys as follows:

To enter a digit

Press a number key.

To delete a character

Press the [▲] key one second.

To enter a fax number

- To enter a number

  Use the number keys.

- To enter characters other than digits

  "✳": Press the [✳] key.

  "#": Press the [#] key.

  Pause: Press the [ID Card Copy/On Hook Dial] key.

To enter a name

Letters, numbers, and symbols can be entered using the number keys.

To enter two characters that use the same number key successively, press the [▼] key after entering the first character.

Number key	Number of key press																												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	1																													
2	A	B	C	a	b	c	2																							
3	D	E	F	d	e	f	3																							
4	G	H	I	g	h	i	4																							
5	J	K	L	j	k	l	5																							
6	M	N	O	m	n	o	6																							
7	P	Q	R	S	p	q	r	s	7																					
8	T	U	V	t	u	v	8																							
9	W	X	Y	Z	w	x	y	z	9																					
0	0	-	.	!	“	,	;	:	^	`	_	=	/	|	‘	?	$	@	%	&	+	(	)	[	]	{	}	<	>	
✳	*																													
#	#																													

CHZ903

Space: Press the [▼] key for one second.

Registering Fax Destinations

This section describes how to register fax destinations in the Address Book using the control panel.

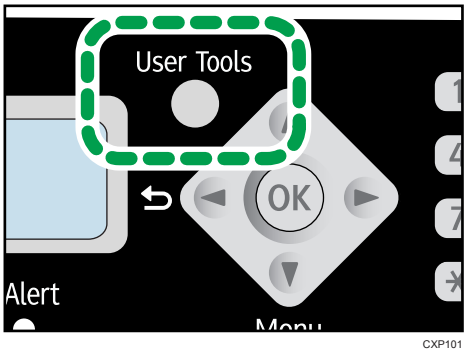
The Address Book can also be edited using Smart Organizing Monitor. For details, see the Smart Organizing Monitor Help.

Important

- **The Address Book data may become damaged or lost unexpectedly. The manufacturer shall not be held responsible for any damages resulting from such data loss.**

Registering Fax Destinations

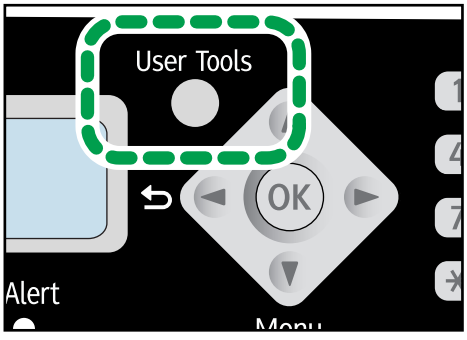
1. **Press the [User Tools] key.**



2. **Press the [▼] or [▲] key to select [Address Book], and then press the [OK] key.**
3. **Press the [▼] or [▲] key to select [Fax Speed Dial Dest.], and then press the [OK] key.**
4. **Press the [▼] or [▲] key to select the Speed Dial number, and then press the [OK] key.**
5. **Enter the fax number using the number keys, and then press the [OK] key.**
6. **Enter the fax name using the number keys, and then press the [OK] key.**
7. **Press the [User Tools] key to return to the initial screen.**

Modifying or Deleting Fax Destinations

1. Press the [User Tools] key.



2. Press the [▼] or [▲] key to select [Address Book], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [Fax Speed Dial Dest.], and then press the [OK] key.
4. Press the [▼] or [▲] key to select the Speed Dial number, and then press the [OK] key.
5. Modify the fax number using the [▼], [▲], and number keys, and then press the [OK] key.

   To delete the fax destination, use the [▲] key to delete all numbers, and then press the [OK] key. Proceed to Step 7.
6. Modify the fax name using the [▼], [▲], and number keys, and then press the [OK] key.
7. Press the [User Tools] key to return to the initial screen.

Configuring Fax Destinations Using Smart Organizing Monitor

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor for SP xxx Series Status].
4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
5. Click [OK].
6. On the [User Tool] tab, click [Printer Configuration].
7. Click the [Fax] tab.
8. To add a fax destination, specify [No.: (00 to 99)], [Destination:], and [Fax Number:], and then click [Apply] in the [Speed Dial] area.
9. To modify a fax destination, select the destination in [Speed Dial Destination List:], and then modify [Destination:] or [Fax Number:]. To apply the changes, click [Apply] in the [Speed Dial] area.

10. To delete a fax destination, select the destination in [Speed Dial Destination List:], and then click [Delete].
11. Click [Apply] located in the lower part of the window.
12. Click [OK].
13. Click [Close].

Sending a Fax

Important

- **It is recommended that you call the receiver and confirm that they received the fax after sending important documents.**

A fax number can contain 0 to 9, pause, "✱", and "#".

If necessary, insert a pause in the fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under fax transmission settings.

To use tone services on a pulse-dialing line, insert "✱" in the fax number. "✱" switches the dialing mode from pulse to tone temporarily.

If the machine is connected to a telephone network through a PBX, be sure to enter the outside line access number specified in [PBX Access Number] before the fax number.

Note

- No separator characters or spaces can be entered before the fax number.

Selecting Transmission Mode

There are two transmission modes: Memory Transmission and Immediate Transmission.

Memory Transmission

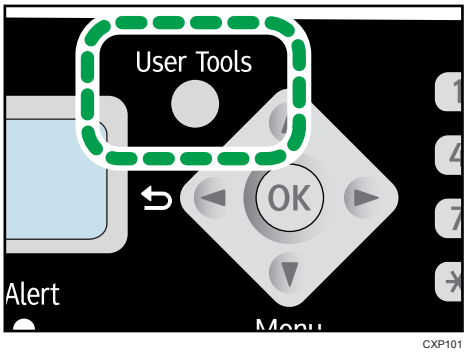
In this mode, the machine scans several originals into memory and sends them all at once. This is convenient when you are in a hurry and want to take the document away from the machine. In this mode, you can send a fax to multiple destinations.

In Memory Transmission mode, a single job can contain up to 10 pages, and the maximum of 5 jobs (include PC Fax job) can be stored in the machine.

Immediate Transmission

In this mode, the machine scans the original and faxes it simultaneously, without storing it in memory. This is convenient when you want to send an original quickly. In this mode, you can only specify one destination.

1. **Press the [User Tools] key.**



2. **Press the [▼] or [▲] key to select [Fax Features], and then press the [OK] key.**
3. **Press the [▼] or [▲] key to select [TX Settings], and then press the [OK] key.**
4. **Press the [▼] or [▲] key to select [Immediate TX], and then press the [OK] key.**
5. **Press the [▼] or [▲] key to select [Off], [On], or [Next Fax Only], and then press the [OK] key.**

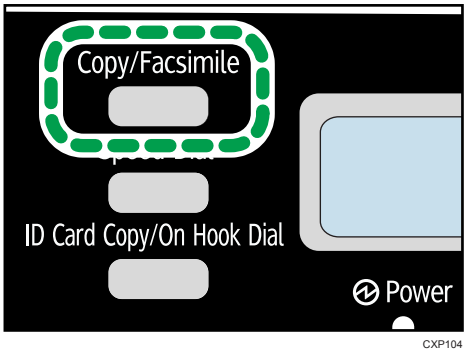
   For Memory Transmission, select [Off].

   For Immediate Transmission, select [On] or [Next Fax Only].
6. **Press the [◄] key to return to the initial screen.**

Basic Operation for Sending a Fax

1. **Make sure that the fax mode screen is displayed.**

   When the copier mode screen is displayed, press the [Copy/Facsimile] key to switch to the fax mode screen.

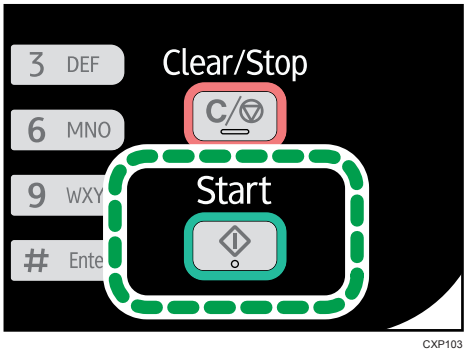


2. **Place the original on the exposure glass or in the ADF.**

3. **Enter the fax number using the number keys.**

   If the machine is connected to a telephone network through a PBX, be sure to enter the outside line access number specified in [PBX Access Number] before the fax number.

4. **Press the [Start] key.**



   Depending on the machine's settings, you may be prompted to enter the fax number again if you manually entered the destination fax number. If the fax numbers do not match, go back to Step 3.

   When you place original on the exposure glass and Memory Transmission mode is enabled, perform the following steps to scan the subsequent pages of the original.

5. **If you have more originals to scan, press the [1] key within 60 seconds, place the next original on the exposure glass, and then press the [OK] key. Repeat this step until all originals are scanned.**

6. **When all originals have been scanned, press the [2] key to start sending the fax.**

Note

- If Memory Transmission mode is enabled, the machine's memory may become full while scanning the originals. If this happens, the screen prompts you to cancel the transmission or to send only the pages that have been scanned successfully.
- When using the exposure glass for Immediate Transmission, you can only send one page at a time.

Canceling a fax

Follow the procedure below to cancel sending a fax.

When in Memory Transmission mode

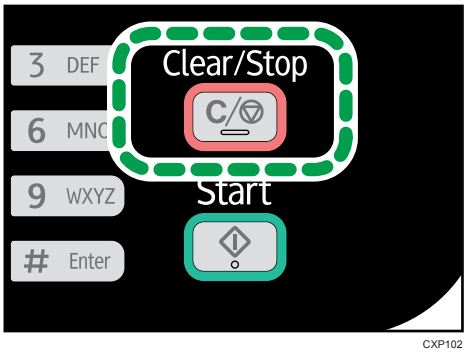
If you cancel sending a fax while the machine is scanning the original, the machine will not send the document.

If you cancel sending a fax during transmission, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party's machine.

When in Immediate Transmission mode

If you cancel sending a fax while the machine is scanning the original, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party's machine.

1. **Press the [Clear/Stop] key.**



2. **Press the [1] key.**

   To cancel sending a fax, press the [1] key (1: Yes). To continue sending a fax, press the [2] key (2: No).

Note

- If you cancel sending a fax while broadcasting, only the fax to the current destination is canceled. The fax will be sent to the subsequent destinations as normal.
- Using [Del. TX Standby File] in [Fax Features], you can delete files waiting to be sent. Select [Delete File] to delete the corresponding file. You can also delete a file currently being sent. Select [Delete All Files] to delete all files waiting to be sent. This will not affect the file currently being sent.

Specifying the Fax Destination

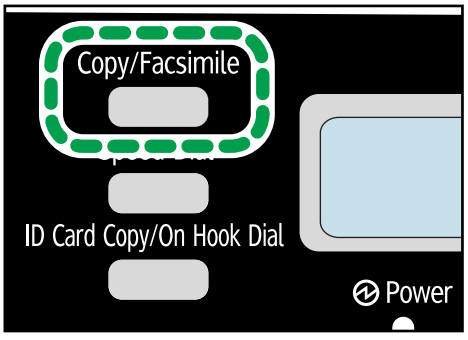
Other than entering the destination fax number using the number keys, you can specify destinations using the following functions:

- Using Speed Dial
- Using the Redial function
- Using the Broadcast function

Specifying the destination using Speed Dial

1. **Make sure that the fax mode screen is displayed.**

   When the copier mode screen is displayed, press the [Copy/Facsimile] key to switch to the fax mode screen.



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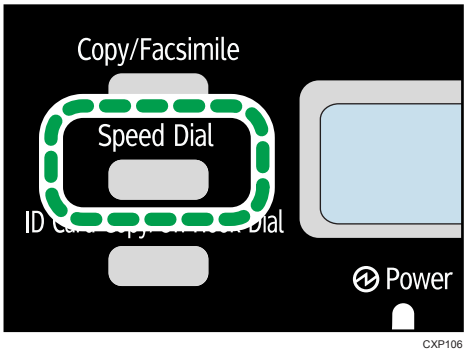
2. **Place the original on the exposure glass or in the ADF.**
3. **Press the [Speed Dial] key.**



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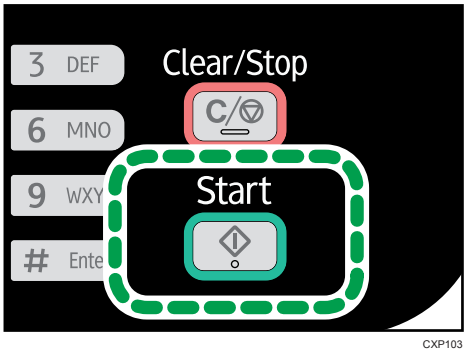
4. **Enter the Speed Dial number using the number keys, and then press the [OK] key.**
5. **Press the [Start] key.**



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When you place original on the exposure glass and Memory Transmission mode is enabled, perform the following steps to scan the subsequent pages of the original.

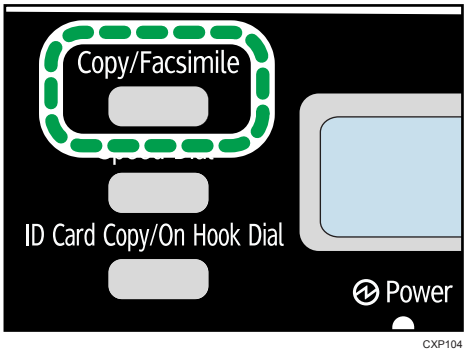
6. **If you have more originals to scan, press the [1] key within 60 seconds, place the next original on the exposure glass, and then press the [OK] key. Repeat this step until all originals are scanned.**
7. **When all originals have been scanned, press the [2] key to start sending the fax.**

Specifying the destination using the redial function

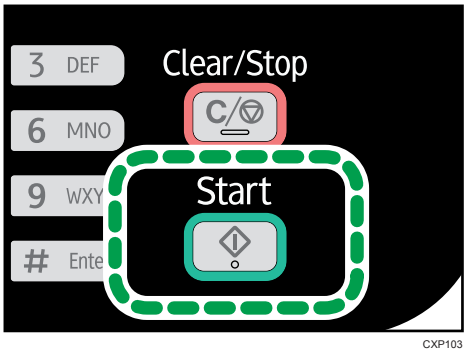
This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination each time.

1. **Make sure that the fax mode screen is displayed.**

   When the copier mode screen is displayed, press the [Copy/Facsimile] key to switch to the fax mode screen.



2. **Place the original on the exposure glass or in the ADF.**
3. **Press the [▼] or [▲] key to select [Redial], and then press the [OK] key.**
4. **Press the [Start] key.**

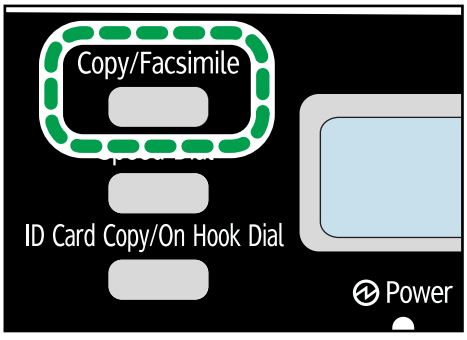


Specifying the destination using the broadcast function

You can send a fax to multiple destinations simultaneously.

1. **Make sure that the fax mode screen is displayed.**

   When the copier mode screen is displayed, press the [Copy/Facsimile] key to switch to the fax mode screen.



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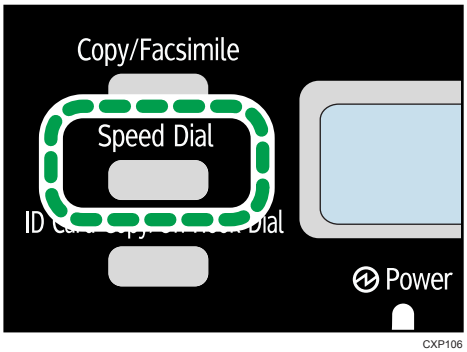
2. **Place the original on the exposure glass or in the ADF.**
3. **Add a destination by using one of the following methods:**

To add a Speed Dial destination

1. Press the [Speed Dial] key.



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2. Select a destination using the number keys, and then press the [OK] key.
3. Press the [OK] key.

To add a manually-specified destination

1. Enter the destination fax number using the number keys.
2. Press the [OK] key.

4. **Go back to Step 3 to add further destinations.**
5. **Press the [Start] key.**

Useful Sending Functions

You can confirm the status of the other party's machine easily before sending a fax by using the On Hook Dial function. If you have an extra telephone, you can talk and send a fax in one call.

Sending a fax using On Hook Dial

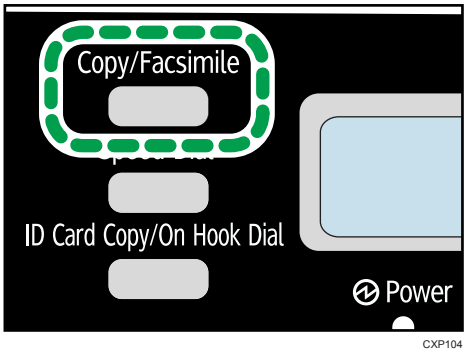
The On Hook Dial function allows you to check the destination's status while listening to the tone from the internal speaker. This function is useful when you want to ensure that the fax will be received.

Important

- **The procedure differs depending on whether [Fax Mode] is set to [Easy Mode] or [Advanced Mode] in [TX Settings] in [Fax Features].**
- **To send faxes using the exposure glass, be sure to first remove any originals loaded in the ADF.**

1. **Make sure that the fax mode screen is displayed.**

   When the copier mode screen is displayed, press the [Copy/Facsimile] key to switch to the fax mode screen.



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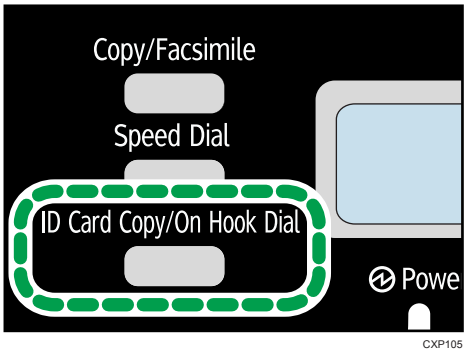
2. **Place the original on the exposure glass or in the ADF.**

   If [Fax Mode] is set to [Easy Mode], you cannot send faxes using the exposure glass.

3. **Press the [ID Card Copy/On Hook Dial] key.**



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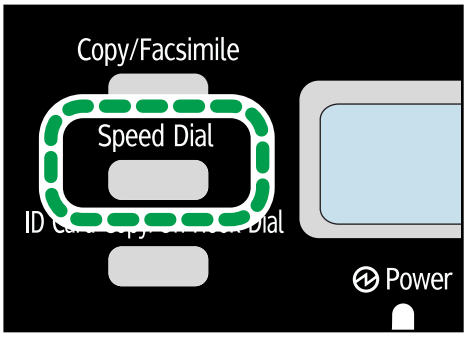
4. **Add a destination by using one of the following methods:**

   To add a Speed Dial destination

   1. Press the [Speed Dial] key.

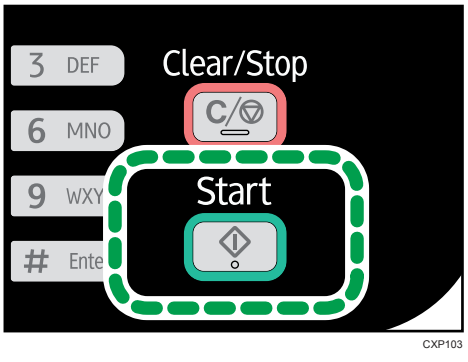


2. Select a destination using the number keys, and then press the [OK] key.

To add a manually-specified destination

1. Enter the destination fax number using the number keys.

5. **If you hear a high pitched tone, press the [Start] key.**



If [Fax Mode] is set to [Easy Mode], Step 6 does not apply.

6. **If the original is placed on the exposure glass, press the [1] key (1: TX).**

Sending a fax after a conversation

An external telephone allows you to send a fax after finishing your conversation, without having to disconnect and redial. This function is useful when you want to ensure that the fax will be received.

Important

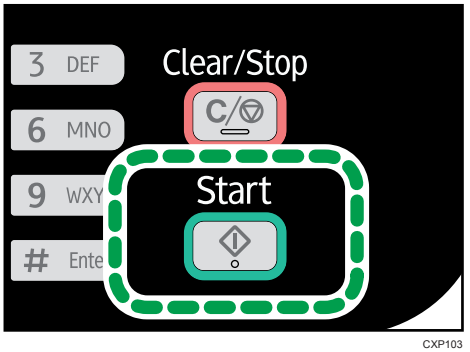
- **The procedure differs depending on whether [Fax Mode] is set to [Easy Mode] or [Advanced Mode] in [TX Settings] in [Fax Features].**
- **To send faxes using the exposure glass, be sure to first remove any originals loaded in the ADF.**

1. **Place the original on the exposure glass or in the ADF.**

   If [Fax Mode] is set to [Easy Mode], you cannot send faxes using the exposure glass.

2. **Pick up the handset of the external telephone.**

3. **Specify the destination using the external telephone.**
4. **When the other party answers, ask them to press their fax start button.**
5. **Press the [Start] key.**



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If [Fax Mode] is set to [Easy Mode], proceed to Step 7.

6. **If the original is placed on the exposure glass, press the [1] key (1: TX).**
7. **Replace the handset.**

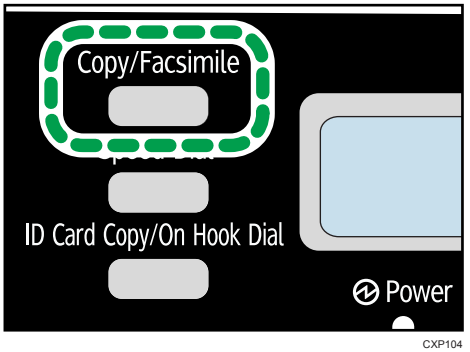
Specifying the Scan Settings

Adjusting image density

There are five image density levels. The darker the density level, the darker the printout.

1. **Make sure that the fax mode screen is displayed.**

   When the copier mode screen is displayed, press the [Copy/Facsimile] key to switch to the fax mode screen.



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2. **Press the [▼] or [▲] key in the standby mode screen to select [Density], and then press the [OK] key.**

3. **Press the [▼] or [▲] key to select the density level or [Erase Background], and then press the [OK] key.**
4. **Press the [◀] key to return to the initial screen.**

Note

- To apply the specified setting to all jobs, not just the current one, specify [Density] in [Fax Features].

Specifying the resolution

Standard

Select this when the original is a printed or typewritten document with normal-sized characters.

Detail

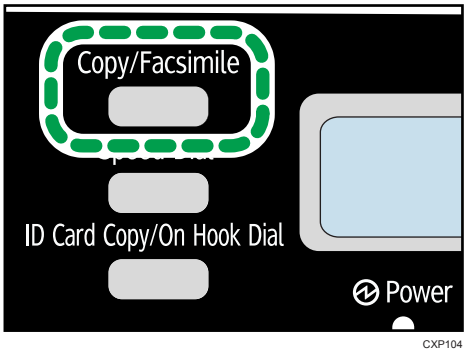
Select this when the original is a document with small print.

Photo

Select this when the original contains images such as photographs or shaded drawings.

1. **Make sure that the fax mode screen is displayed.**

   When the copier mode screen is displayed, press the [Copy/Facsimile] key to switch to the fax mode screen.



2. **Press the [▼] or [▲] key in the standby mode screen to select [Resolution], and then press the [OK] key.**
3. **Press the [▼] or [▲] key to select the resolution settings, and then press the [OK] key.**
4. **Press the [◀] key to return to the initial screen.**

Using the Fax Function from a Computer (PC FAX)

This section describes how to use the fax function of the machine from a computer.

You can send a document directly from a computer through this machine to another fax machine, without printing the document.

Basic Operation for Sending Faxes from a Computer

This section describes the basic operation for sending faxes from a computer.

You can select a destination from the PC FAX address book or enter a fax number manually. You can send faxes to up to 100 destinations at one time. (However, if [Attach a Cover Sheet] on the [Cover Sheet] tab is checked and [Use Address Book] in the [To:] list is selected, you can send faxes to up to five destinations at a time.)

The procedure in this section is an example based on Windows 7.

Important

- **Using PC FAX, you can send up to ten pages (including the cover sheet) at a time.**

1. **Open the file you want to send.**
2. **On the [File] menu, click [Print...].**
3. **Select the PC FAX driver as the printer, and then click [Print].**
4. **Specify a destination.**
   - To specify a destination from the PC FAX address book:

     You can click the [Address Book] tab and select from three previously-used address books the [Address Book File Path:] list. Also, you can click [Browse...] to download the address book (CSV file). Select a destination in the [Address List:], and then click [Set as Destination].

     Repeat this step to add more destinations.
   - To enter a fax number directly:

     Click the [Specify Destination] tab, and enter a fax number (up to 40 digits) in [Fax Number:], and then click [Set as Destination].

     Repeat this step to add more destinations.
5. **If you want to attach a fax cover sheet, click [Cover Sheet] tab.**
6. **Click [Send].**

Note

- For details, see the PC FAX driver Help.

- A fax number can contain 0 to 9, "P" (pause), "T" (tone), "✱", and "#".
- To use tone services on a pulse-dialing line, insert "T" in a fax number. "T" switches the dialing mode from pulse to tone temporarily.
- To delete an entered destination, select the destination in [List of Destinations:], and then click [Delete from List].

Canceling a fax

You can cancel sending a fax using either the machine's control panel or your computer, depending on the status of the job.

Canceling while the machine is receiving a fax from the computer

If the machine is shared by multiple computers through a print server, be careful not to cancel another user's fax.

1. **Double-click the printer icon on the task bar of your computer.**
2. **Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].**

Canceling a fax using the control panel

Cancel the fax using the control panel.

1. **Make sure that the fax mode screen is displayed.**

   When the copier mode screen is displayed, press the [Copy/Facsimile] key to switch to the fax mode screen.
2. **Press the [Clear/Stop] key.**
3. **Press the [1] key.**

   To cancel sending a fax, press the [1] key (1: Yes). To continue sending a fax, press the [2] key (2: No).

Configuring Transmission Settings

This section describes how to configure transmission settings in the PC FAX driver's properties.

Properties are set separately for each application.

1. **On the [File] menu, click [Print...].**
2. **Select the PC Fax driver as the printer, and then click a button such as [Preferences].**

   PC FAX driver properties dialog box appears.
3. **Configure settings as necessary, and then click [OK].**

Configuring the PC FAX Address Book

This section describes the PC FAX address book. Configure the PC FAX address book on the computer. The PC FAX address book allows you to specify PC FAX destinations quickly and easily.

The PC FAX address book can contain up to 100 entries, including individual destinations and groups of destinations.

Opening the PC FAX address book

This section describes how to open the PC FAX address book.

1. **On the [Start] menu, click [Devices and Printers].**
2. **Right-click the PC FAX driver icon, and then click [Printing Preferences...].**
3. **Click [Edit Address Book...].**

Registering destinations

This section describes how to register destinations in the PC FAX address book.

1. **Open the PC FAX address book.**
2. **Enter the destination information.**

   You must enter a contact name and fax number.
3. **Click [Add].**

   The destination is added to the destination list.

   To change the registered information, select the destination you want to change, and then change the information. After this, click [Update].
4. **Click [OK].**
5. **If you make changes to a destination, a confirmation message appears. To save the changes, click [Yes].**

Registering groups

This section describes how to register groups of destinations.

A group can contain up to 100 individual destinations.

1. **Open the PC FAX address book.**
2. **Click [Edit Group...].**
3. **Click [New...].**

4. **Enter the group name, and then click [OK].**

   Select the destination you want to include in the group from the [Address List:] area, and then click [Add to Group].

   To delete a destination from a group, select the destination you want to delete from [Group Members List:], and then click [Delete Member].

5. **Click [OK].**
6. **Click [OK].**
7. **If you make changes to a destination, a confirmation message appears. To save the changes, click [Yes].**

Editing a Fax Cover Sheet

This section describes how to edit a fax cover sheet in the PC FAX driver's properties.

1. **On the [File] menu, click [Print...].**
2. **Select the PC FAX driver as the printer, and then click [Print].**
3. **Click [Cover Sheet] tab.**
4. **Configure settings as necessary.**

Receiving a Fax

Important

- **When receiving an important fax, we recommend you confirm the contents of the received fax with the sender.**

Note

- The maximum number of fax pages that can be received and stored in the machine's memory is 100 pages (50 jobs).
- An external telephone is required to use this machine as a telephone.
- Only A4, Letter, or Legal size paper can be used for printing faxes.

Selecting Reception Mode

The reception modes are as follows:

When using the machine only as a fax machine

- Auto mode

  In this mode, the machine automatically answers all incoming calls in fax reception mode.

When using the machine with an external phone

- Manual mode

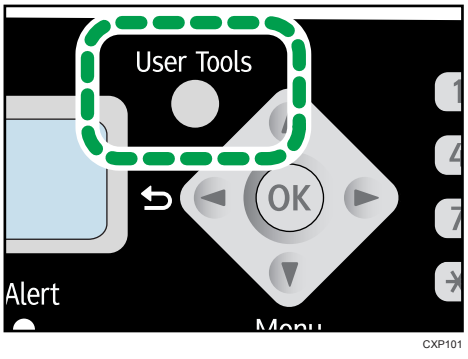
  In this mode, you must answer calls with an external telephone. If a call is a fax call, you have to start the fax reception manually.

- Auto mode

  In this mode, the machine automatically answers all incoming calls in fax reception mode.

  You can answer the call before the machine switches to the fax reception mode by picking up the external phone's handset while the phone is ringing. If you hear a fax calling tone or no sound, receive the fax manually.

1. Press the [User Tools] key.



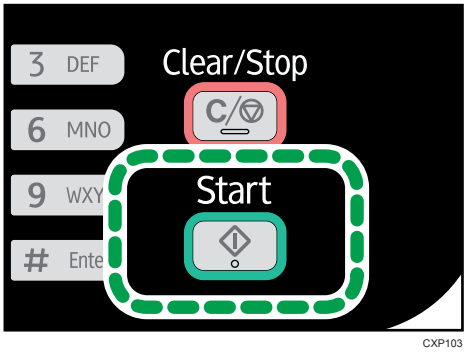
2. Press the [▼] or [▲] keys to select [Fax Features], and then press the [OK] key.
3. Press the [▼] or [▲] keys to select [RX Settings], and then press the [OK] key.
4. Press the [▼] or [▲] keys to select [Switch RX Mode], and then press the [OK] key.
5. Press the [▼] or [▲] keys to select the reception mode, and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.

Receiving a fax in Manual mode

Important

- To receive faxes, be sure to first remove any originals loaded in the ADF.
- The procedure differs depending on whether [Fax Mode] is set to [Easy Mode] or [Advanced Mode] in [TX Settings] in [Fax Features].

1. Pick up the handset of the external telephone to answer the call.
2. When you hear a fax calling tone or no sound, switch to fax mode using the [Copy/ Facsimile] key, and then press the [Start] key.



If [Fax Mode] is set to [Easy Mode], proceed to Step 4.

3. **Press the [3] key.**

   To receive a fax, press the [3] key. (3: RX)

4. **Replace the handset.**

Receiving a fax in Auto mode

When the reception mode is set to Auto mode, the machine automatically answers all incoming calls in fax reception mode.

Note

- You can specify how many times the external phone rings before the machine starts to receive a fax by [Number of Rings] in [RX Settings] in [Fax Features].
- You can answer the call before the machine switches to the fax reception mode by picking up the external phone's handset while the phone is ringing. If you hear a fax calling tone or no sound, receive the fax manually.

Lists/Reports Related to Fax

The lists and reports related to the fax function are as follow:

- Fax Journal

  Prints a fax transmission and reception journal for the last 100 jobs.

- TX Status Report

  Prints out the latest Transmission result.

- TX Standby File List

  Prints a list of unsent fax jobs remaining in the machine's memory.

- Power Failure Report

  Prints a report when the machine's power has been interrupted while sending or receiving a fax, or images stored in the machine's memory have been lost due to the machine being turned off for a prolonged period of time.

- Fax Speed Dial List

  Prints a list of Speed Dial entries.

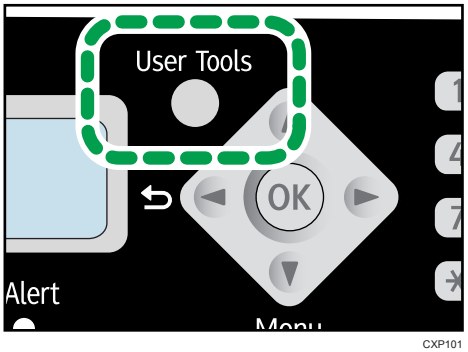
- PC FAX Error Report

  Prints any errors that occur during transmission of jobs from the computer to the machine.

7. Configuring the Machine Using the Control Panel

Basic Operation

1. **If you want to configure the machine's system settings, press the [User Tools] key.**



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2. **Press the [▼] or [▲] key to select the settings you want to use.**

   The machine's default settings are grouped into the following six categories:

   - [System Settings], [Printer Features], [Copier Features], [Fax Features], [Address Book], [Print List/Report].

3. **To confirm setting items and values displayed, press the [OK] key.**
4. **To go back to the previous item, press the [◄] key.**

Note

- To return to the initial screen, press the [◄] key the same amount of times as the number of selected items.

Copier Features Settings

Sort

Configures the machine to sort the output pages into sets when making multiple copies of a multi-page document (P1, P2, P1, P2...).

Default: [**Off**]

- On
- Off

Original Type

Specifies the original type to optimize the copy quality.

Default: [**Text/Photo**]

- Text

  Select this when the original contains only text and no photographs or images.

- Photo

  Select this when the original contains photographs or images. Use this mode for the following types of original:

  - Photographs
  - Pages that are entirely or mainly composed of photographs or images, such as magazine pages.

- Text/Photo

  Select this when the original contains both text and photographs or images.

Density

Specifies the image density for photocopying.

Default:

- (Lightest)
-
-
-
- (Darkest)

Reduce/Enlarge

Specifies the percentage by which copies are enlarged or reduced.

Default: [**100%**]

Region A (mainly Europe and Asia)

50%, 71% A4 → A5, 82% B5 JIS → A5, 93%, 122% A5 → B5 JIS, 141% A5 → A4, 200%, Zoom: 25-400%

Region B (mainly North America)

50%, 65% LT → HLT, 78% LG → LT, 93%, 129% HLT → LT, 155% HLT → LG, 200%, Zoom: 25-400%

Combine

Select this to photocopy two or four pages of an original onto a single sheet of paper.

Default: [**Off**]

- Off
- 2 on 1
  - Portrait
  - Landscape
- 4 on 1
  - Portrait: L to R
  - Portrait: T to B
  - Landscape: L to R
  - Landscape: T to B

For details, see page 54 "Combining Multiple Pages".

2 Sided Copy

Sets the machine to make 2-sided copies by copying single-sided documents onto the front and back sides of each sheet.

Default: [**Off**]

- Off
- Top to Top
  - Portrait
  - Landscape
- Top to Bottom
  - Portrait
  - Landscape

For details, see page 60 "Making 2-sided Copies".

Toner Saving

Reduces toner consumption when printing. When this setting is enabled, print quality may be degraded.

Default: [**Off**]

- Off
- On

Fax Features Settings

TX Settings

Immediate TX

Sets the machine to send a fax immediately when the original is scanned.

Default: [**Off**]

- Off

  Select this when using Memory Transmission.

- On

  Select this when using Immediate Transmission.

- Next Fax Only

  Select this when using Immediate Transmission for the next transmission only.

Resolution

Specifies the resolution to use for scanning originals.

Default: [**Standard**]

- Standard

  Select this when the original is a printed or typewritten document with normal-sized characters.

- Detail

  Select this when the original is a document with small print.

- Photo

  Select this when the original contains images such as photographs or shaded drawings.

Density

Specifies the image density to use for scanning originals.

[Erase Background] is not available, when [Resolution] is set to [Photo].

Default: [**Erase Background**]

- (Lightest)
-
-
-
- (Darkest)
- Erase Background

Pause Time

Specifies the length of pause time when a pause is inserted between the digits of a fax number.

Default: **3** seconds

- 1 to 15 seconds, in 1 second increments

Auto Redial

Sets the machine to redial the fax destination automatically when the line is busy or a transmission error occurs.

Default: [**On**]

- Off
- On

Print Fax Header

Sets the machine to add a header to every fax you send. The header includes the current date and time, user fax name and number, Session number, and page information.

Default: [**On**]

- Off
- On

Fax Mode

You can simplify the procedure for sending and receiving faxes by disabling the use of the exposure glass. If originals are loaded in the ADF, you can fax them using the ADF in either mode by pressing the [Start] key.

Default: [**Advanced Mode**]

- Easy Mode

  If you select [Easy Mode], you can receive faxes by pressing the [Start] key. The exposure glass cannot be used in this mode.

- Advanced Mode

  If you select [Advanced Mode], you can specify whether to send or receive faxes after pressing the [Start] key.

RX Settings

Switch RX Mode

Specifies the reception mode.

Default: [**Auto**]

- Auto

  The machine automatically answers all incoming calls in fax reception mode.

- Manual

The machine rings when it receives incoming calls. The machine receives faxes only when you manually operate the machine to receive faxes.

Auto Reduction

Sets the machine to reduce the size of a received fax if it is too large to print on a single sheet of paper.

Note that the machine only reduces the size down to maximum by 74%. If further reduction is required to fit the fax on a single sheet, it will be printed on separate sheets without being reduced.

Default: [**On**]

- Off
- On

Sort

Begins printing from the last page when the data has been received within the memory.

Default: [**Off**]

- Off
- On

Number of Rings

Specifies how many times the external telephone must rings before the machine starts to receive a fax when [Switch RX Mode] is set to [Auto].

Default: **3** times

- 3 to 5 times, in increments of 1

  If you have set [Country Code] to [Japan], you can specify it from 1 to 5 times. The default is 1 times.

Add Footer

Sets the machine to add a footer to every fax you receive.

Default: [**On**]

- Off
- On

Del. TX Standby File

Deletes unsent fax jobs remaining in the machine's memory.

This function is only performed when selected.

- Delete File

  To delete a fax job, select the job you want to delete.

- Delete All Files

  To delete all fax jobs.

Comm. Settings

ECM Transmission

Sets the machine to automatically resend parts of the data that are lost during transmission.

Default: [**On**]

- Off
- On

ECM Reception

Sets the machine to automatically receive parts of the data that are lost during reception.

Default: [**On**]

- Off
- On

Dial Tone Detect

Sets the machine to automatically detect a dial tone before dialing the destination.

- Detect
- Do not Detect

The default depends on the [Country Code] setting.

Transmission Speed

Specifies the transmission speed for the fax modem.

Default: [**33.6 Kbps**]

- 33.6 Kbps
- 14.4 Kbps
- 9.6 Kbps
- 7.2 Kbps
- 4.8 Kbps
- 2.4 Kbps

Reception Speed

Specifies the reception speed for the fax modem.

Default: [**33.6 Kbps**]

- 33.6 Kbps
- 14.4 Kbps
- 9.6 Kbps
- 7.2 Kbps
- 4.8 Kbps

- 2.4 Kbps

Dial/Push Phone

Specifies the line type of the telephone line.

To configure this setting, contact your telephone company and select the setting based on your telephone line. Selecting the wrong setting may result in transmission errors.

If you have set [Country Code] to [Australia], [New Zealand] or [Singapore], [Dial/Push Phone] does not appear because the default is [Push Phone].

Default: [**Push Phone**]

- Push Phone
- Dial Phone (10PPS)
- Dial Phone (20PPS)

  [Dial Phone (20PPS)] appears only if [Country Code] is set to [Japan] or [Thailand].

PSTN / PBX

Sets the machine to connect to a public switched telephone network (PSTN) or a private branch exchange (PBX).

Default: [**PSTN**]

- PSTN
- PBX

PBX Access Number

Specifies the dial number to access the external line when the machine is connected to a PBX.

Make sure that this setting matches your PBX settings. Otherwise, you may not be able to send faxes to external destinations.

Default: **9**

- 0 to 999

Fax No. Confirmation

If this setting is enabled, when trying to send a fax by manually entering a fax number, the user will be prompted to re-enter the number for confirmation. If the numbers do not match, the fax cannot be sent.

Default: [**Off**]

- Off
- On

Report Print Set.

TX Status Report

Sets the machine to print a transmission report automatically after a fax transmission.

Default: [**Error: With Image**]

- Error Only

  Prints a report when a transmission error occurs.

- Error: With Image

  Prints a report with an image of the original when transmission error occurs.

- Every TX

  Prints a report for every fax transmission.

- EveryTX: With Image

  Prints a report with an image of the original for every fax transmission.

- Do not Print

Fax Journal

Sets the machine to print a fax journal automatically for every 100 fax jobs (both sent and received).

Default: [**Auto Print**]

- Auto Print
- Do not Auto Print

PC FAX Error Report

Sets the machine to print PC FAX error reports automatically.

Default: [**Auto Print**]

- Auto Print
- Do not Auto Print

Address Book Settings

Fax Speed Dial Dest.

Fax numbers and names can be registered in the speed dial list. Up to 100 entries can be registered.

For details, see page 72 "Registering Fax Destinations".

System Settings

Tray Paper Settings

Paper Size

Specifies the paper size.

Default:

Region A (mainly Europe and Asia)

[A4]

Region B (mainly North America)

[LT (8 1/2 × 11)]

- A4, B5 JIS, A5, B6 JIS, A6, LG (8 1/2 x14), LT (8 1/2 x 11), HLT (5 1/2 x 8 1/2), EXE (7 1/4x10 1/2), 16K (197x273mm), 16K (195x270mm), 16K (184x260mm), F/GL (8 x 13), Foolscap (8 1/2 x 13), Folio (8 1/4 x 13), Custom

Paper Type

Specifies the paper type.

Default: [Plain Paper]

- Plain Paper, Recycled Paper, Thin Paper, Thick Paper

Adjust Sound Volume

Specifies the volume of the sounds produced by the machine.

Select the setting for each item from [Off], [Low], [Middle], or [High].

Panel Key Sound

Specifies the volume of the beep sound when a key is pressed.

Default: [Middle]

Alarm Volume

Specifies the volume of the alarm sound when an operation error occurs.

Default: [Middle]

On Hook Mode

Specifies the volume of the sound from the speaker during On Hook mode.

Default: [Middle]

Copy Job End Tone

Specifies the volume of the beep sound when a copy job is complete.

Default: [Off]

Copy Job Error Tone

Specifies the volume of the beep sound when a copy job error occurs.

Default: [Middle]

Print Job End Tone

Specifies the volume of the beep sound when a print job is complete.

Default: [Off]

Print Job Error Tone

Specifies the volume of the beep sound when a print job error occurs.

Default: [Middle]

Scan Job End Tone

Specifies the volume of the beep sound when a scan job is complete.

Default: [Off]

Scan Job Error Tone

Specifies the volume of the beep sound when a scan job error occurs.

Default: [Middle]

Fax TX End Tone

Specifies the volume of the beep sound when a fax transmission is complete.

Default: [Middle]

Fax TX Error Tone

Specifies the volume of the beep sound when a fax transmission error occurs.

Default: [Middle]

Fax RX End Tone

Specifies the volume of the beep sound when a fax reception is complete.

Default: [Middle]

Fax RX Error Tone

Specifies the volume of the beep sound when a fax reception error occurs.

Default: [Middle]

Set Date/Time

Set Date

Sets the date of the machine's internal clock.

- Year: 2000 to 2099
- Month: 1 to 12
- Day: 1 to 31
- Date Format: YYYY/MM/DD, MM/DD/YYYY, or DD/MM/YYYY

Set Time

Sets the time of the machine's internal clock.

- Time format: 12-hour Format, 24-hour Format
- AM/PM stamp: AM, PM (for 12-hour Format)
- Hour: 0 to 23 (for 24-hour Format), or 1 to 12 (for 12-hour Format)
- Minute: 0 to 59

Program Fax Info.

Specifies the user information for sending a fax.

- Own Fax Number

  Specifies the fax number of the machine using up to 20 characters, including 0 to 9, space, and "+".

- Own Name

  Specifies the name of the machine using up to 20 characters.

Function Priority

Specifies the mode that is activated when the power is turned on.

Default: [**Copier**]

- Copier
- Facsimile

Energy Saver Mode

Sets the machine to enter Energy Saver Mode, Energy Saver Mode 1 or Energy Saver Mode 2, to reduce power consumption. The machine recovers from Energy Saver Mode when it receives a print job, prints a received fax, receives TWAIN scan directions from the computer, or when any key is pressed.

Energy Saver Mode 1

The machine enters Energy Saver Mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver Mode 1 than from power-off state or Energy Saver Mode 2, but power consumption is higher in Energy Saver Mode 1 than in Energy Saver Mode 2.

Default: [**Off**]

- Off
- On

Energy Saver Mode 2

The machine enters Energy Saver Mode 2 after the period of time specified for this setting has passed. The machine consumes less power in Energy Saver Mode 2 than in Energy Saver Mode 1, but it takes longer to recover from Energy Saver Mode 2 than from Energy Saver Mode 1.

Default: [**1 minute**]

The time can be set from 1 to 240 minutes.

Language

Specifies the language used on the screen and in reports.

Default: [**English**]

- English, German, French, Italian, Spanish, Dutch, Swedish, Norwegian, Danish, Finnish, Portuguese, Czech, Hungarian, Polish, Russian, Portuguese (BR), Turkish

Country Code

Selects the country in which the machine is used. The country code you specify determines the time and date display format and the default values of the fax transmission-related settings.

Make sure to select the country code correctly. Selecting a wrong country code may cause failures in fax transmissions.

Default: [**USA**]

Fixed USB Port

Specifies whether the same driver can be used for multiple machines or not under USB connection.

Default: [**Off**]

- On

  The same driver you have installed on your computer can be used with any machine other than the one originally used for installation as long as the machine is the same model.

- Off

  You must install the driver separately for individual machines, because a machine that is not the original will be recognized as a new device upon USB connection.

Print Cartridge

Displays information about consumables. This information is displayed only if [Toner End Option] has been set to [Stop Printing].

- (New)
-
-
-
-
- (Needs replacing)

If [Toner End Option] is set to [Continue Printing], "***" is displayed instead of the indicator above.

Low Humidity Mode

When the machine is used in a low humidity environment, black stripes with a few millimeters width may appear. Selecting [On] should prevent such black stripes from appearing.

Default: [Off]

- On
- Off

Registration

Adjusts the position of the input tray. Adjust the value by using the [▼] or [▲] key.

To check the registration, print a test page.

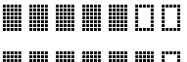
Default: 0

- Horizontal (-6 to +6 mm, in 1 mm increments)
- Vertical (-6 to +6 mm, in 1 mm increments)

Adjust Image Density

Adjusts the density of printing.

Default:

- (Lightest)
-
-
-
-
- 
- (Darkest)

Toner End Option

This setting is used to monitor the toner level.

Default: [Stop Printing]

- Stop Printing

  Monitoring the toner level is enabled. The remaining toner level can be checked in the control panel and on the Smart Organizing Monitor.

- Continue Printing

  The machine no longer monitors the toner level. Even when the toner runs out, printing will continue and no messages will be displayed.

Note

- For details about print cartridge and toner, see page 149 "Notes About the Toner".

Reset Settings

- Reset All Settings

  Resets all settings to the factory default, except for the language, date and time, and fax Speed Dialing settings.

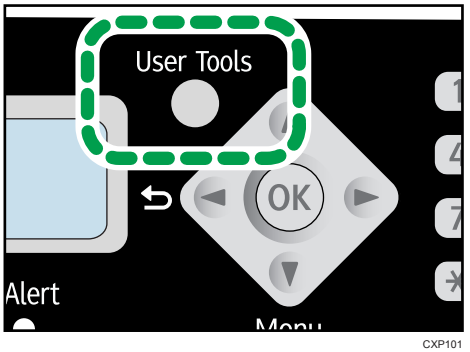
- Clear Address Book

  Deletes all fax speed dial entries.

Printing Lists/Reports

Printing the Configuration Page

1. Press the [User Tools] key.



2. Press the [▼] or [▲] key to select [Print List/Report], and then press the [OK] key.
3. Press the [▼] or [▲] key to select types of report, and then press the [OK] key.

Types of Report

Important

- When printing the test page, set the paper size to A4 or Letter. When printing other reports, set the paper size to A4, Letter, F/GL, Foolscap, Folio, or Legal.

Configuration Page

Prints the machine's general information and current configuration.

Test Page

Checks the results of print position adjustment.

Fax Journal

Prints a fax transmission and reception journal for the last 100 jobs.

TX Status Report

Prints the latest transmission report.

TX Standby File List

Prints a list of unsent fax jobs remaining in the machine's memory.

Fax Speed Dial List

Prints a list of Speed Dial entries.

Printer Features Settings

I/O Timeout

Timeout: USB

Specifies how many seconds the machine waits for print data and if the data is interrupted while being sent from the computer via USB. If the machine does not receive any data within the specified time, the machine only prints the data it has received.

Default: [**60 sec.**]

- Off
- 15 sec.
- 60 sec.
- 300 sec.

Auto Continue

Sets the machine to ignore errors on paper size or type and continue printing. The printing stops temporarily if an error is detected, and resumes automatically after the specified time depending on the settings specified in the control panel. If [Auto Continue] is set to [0 sec.], the machine continues printing and does not display the error message.

Default: [**0 sec.**]

- Off
- 0 sec.
- 10 sec.
- 30 sec.

Sub Paper Size

Sets the machine to print onto paper of another size if the specified paper is not loaded in tray. Alternative sizes are preset to A4 and Letter.

Default: [**On**]

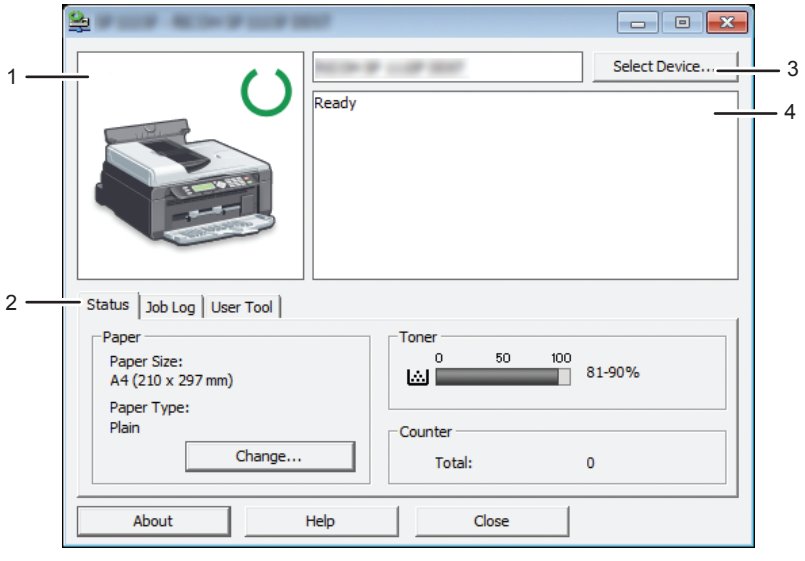
- On
- Off

8. Configuring the Machine Using Smart Organizing Monitor

Checking the System Information

The state and status information of the machine can be checked using Smart Organizing Monitor.

Checking the Status Information



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1. **Image area**

   Displays the status of this machine with an icon.

2. **Status area**

   - Paper Size

     Displays the paper size configured on the machine.

   - Paper Type

     Displays the paper type configured on the machine.

   - Toner

     The remaining toner level is displayed in ten levels, when [Toner End Option] has been set to [Stop Printing]. If [Toner End Option] has been set to [Continue Printing], however, "***" is displayed because the remaining toner level is not monitored.

   - Counter

Displays the number of pages that have been printed by the machine.

3. **Select Device area**

   Displays the name of the selected model.

4. **Message area**

   Displays the status of this machine with a message.

   For details about error messages, see page 145 "Error and Status Messages Appear on the Smart Organizing Monitor".

Printing the Configuration Page or Test Page

Important

- When printing the test page, set the paper size to A4 or Letter. When printing other reports, set the paper size to A4, Letter, F/GL, Foolscap, Folio, or Legal.

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor for SP xxx Series Status].
4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
5. Click [OK].
6. On the [User Tool] tab, select [Test Page] or [Configuration Page] in the [List / Test:] list.
7. Click [Print].

Configuring the Machine Settings

Smart Organizing Monitor is used to modify the machine's settings.

1. **On the [Start] menu, click [All Programs].**
2. **Click [Smart Organizing Monitor for SP xxx Series].**
3. **Click [Smart Organizing Monitor for SP xxx Series Status].**
4. **If the machine you are using is not selected, click [Select Device...], and then select the machine's model.**
5. **Click [OK].**
6. **On the [User Tool] tab, click [Printer Configuration].**
7. **Change the settings if necessary.**
8. **Click [OK].**
9. **Click [Close].**

Tab Settings

This section provides a tab-by-tab overview of the machine settings that can be modified using Smart Organizing Monitor. For more information on each setting item, see the Smart Organizing Monitor Help.

System tab

- Register custom paper sizes.
- Adjust the printing position or density to improve the printing quality when printed results are not satisfactory.
- Enable or disable Energy Saver Mode, and specify the amount of time that will elapse before switching to it.
- Update the machine firmware.

Fax tab

- Specify the fax name and number of the machine.
- Register, edit, and delete speed dial entries.

Updating the Firmware

Important

- To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this software, losses of documents or data, or the use or non-use of this software and operation manuals provided with it.
- The company shall also not be held liable for any disputes between the customer and third parties resulting from any use or loss of use of this software.
- To make sure that a firmware update has successfully completed, print the configuration page before and after the update.
- Make sure to never disconnect the USB cable during a firmware update.
- Disconnect any unnecessary cables from the machine when running a firmware update.
- If necessary, modify power management settings on your computer in advance so that the computer will not enter standby or sleep mode when during a firmware update.
- Download the firmware from the manufacturer's Web site.

To update the firmware, use the Smart Organizing Monitor from Windows.

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor for SP xxx Series Status].
4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
5. Click [OK].
6. On the [User Tool] tab, click [Printer Configuration].
7. On the [System] tab, click [Printer Firmware Update...].
8. Click [OK].
9. Specify the location of the DWN file, and then click [Open].
10. After a message is displayed on the Smart Organizing Monitor to indicate that the firmware update has completed, turn the machine's power Off and then On again.

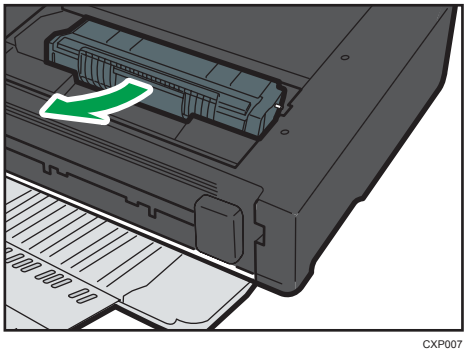
9. Maintaining the Machine

Replacing the Print Cartridge

Important

- If "Out of Toner / Print Cartridge" is displayed in the control panel, replace the print cartridge by following the procedure described below. However, this message will not be displayed if [Toner End Option] has been set to [Continue Printing]. Replace the print cartridge if the printed image becomes pale or blurred.
- Store print cartridges in a cool dark place.
- Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time.
- For good print quality, the manufacturer recommends that you use genuine toner from the manufacturer.
- The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

1. Open the maintenance cover.
2. Hold the grips of the print cartridge, and then pull it out of the machine.

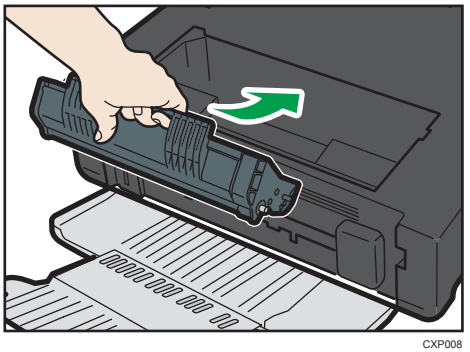


CXP007

3. Take the new print cartridge out of the box, and then take it out of the bag.
4. Hold the print cartridge and shake it from side to side five or six times.

   Shake the print cartridge horizontally in the direction. The first few printed pages may appear blurred or smeared if the cartridge has not been shaken properly.

5. Hold the grips of the print cartridge, and then insert it into the machine until it stops.



CXP008

6. Close the maintenance cover.

Cautions When Cleaning

Clean the machine periodically to maintain high print quality.

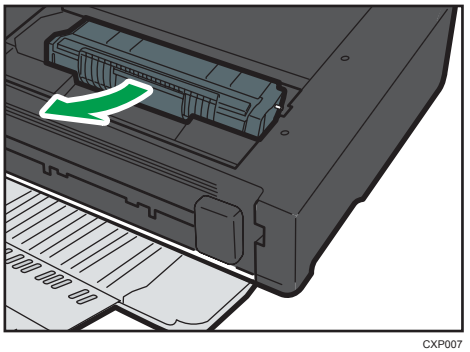
Dry wipe the exterior with a soft cloth. If dry wiping is not sufficient, wipe with a soft, damp cloth that has been wrung out thoroughly. If you still cannot remove the stain or grime, use a neutral detergent, wipe over the area with a thoroughly-wrung damp cloth, and then dry wipe the area and allow it to dry.

Important

- **To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzine and thinner, or spray insecticide on the machine.**
- **If there is dust or grime inside the machine, wipe with a clean, dry cloth.**
- **You must disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime pose a fire hazard.**
- **Do not allow paper clips, staples, or other small objects to fall inside the machine.**

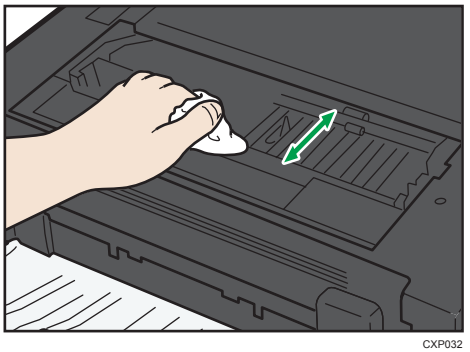
Cleaning the Inside of the Machine

1. **Open the maintenance cover.**
2. **Hold the grips of the print cartridge, and then pull it out of the machine.**



CXP007

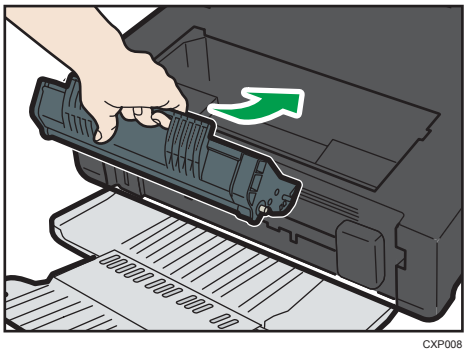
3. **Use a cloth to wipe the inside of the machine toward and away from yourself.**



CXP032

Wipe carefully so as not to touch any protrusions inside the machine.

4. **Hold the grips of the print cartridge, and then insert it into the machine until it stops.**



CXP008

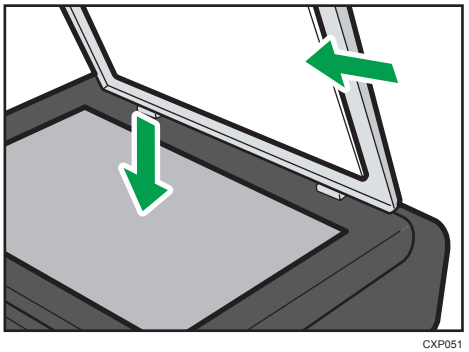
5. **Close the maintenance cover.**

Cleaning the Exposure Glass

1. **Lift the exposure glass cover.**

   Be careful not to hold the input tray when lifting the exposure glass cover, for the tray might be damaged.

2. **Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.**



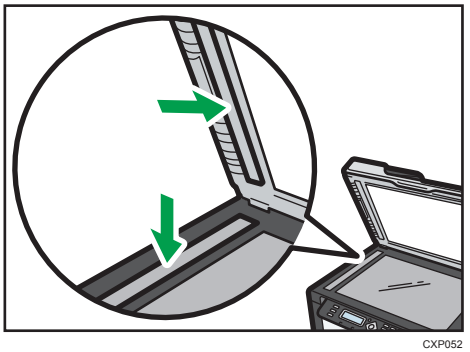
CXP051

Cleaning the Auto Document Feeder

1. **Lift the ADF.**

   Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.

2. **Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.**



CXP052

10. Troubleshooting

Common Problems

This section describes how to troubleshoot common problems that may occur while operating the machine.

Problem	Possible cause	Solution
The machine does not turn on.	The power cord is not connected properly.	• Make sure that the power plug is firmly inserted into the wall outlet. • Make sure that the wall outlet is not defective by connecting another working device.
Pages are not printed.	The USB cable is not connected correctly.	Reconnect the USB cable.
Strange noise is heard.	The consumable is not properly installed.	Confirm that the consumable is properly installed.

Note

- If any of these problems persist, turn off the power, pull out the power cord, and contact your sales or service representative.

Paper Feed Problems

If the machine is operating but paper will not feed or paper jams occur frequently, check the condition of the machine and paper.

Problem	Solution
Paper does not feed smoothly.	• Use supported types of paper. See page 25 "Supported Paper". • Load paper correctly, making sure that the paper guides are properly adjusted. See page 30 "Loading Paper". • If the paper is curled, straighten the paper. • Take out the paper from tray and fan it well. Then, reverse the top and bottom of the paper, and put it in the tray.
Paper jams occur frequently.	• If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps. • Avoid printing on both sides of paper when printing images that contain large areas of solid color, which consume a lot of toner. • Use supported types of paper. See page 25 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide.
Multiple sheets of paper are fed at one time.	• Fan the paper well before loading. Also make sure that the edges are even by tapping the stack on a flat surface such as a desk. • Make sure that the paper guides are in the right position. • Use supported types of paper. See page 25 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide. • Check that paper was not added while there was still some left in the tray. Only add paper when there is none left in the tray.

Problem	Solution
Paper gets wrinkles.	• Paper is damp. Use paper that has been stored properly. • Paper is too thin. See page 25 "Supported Paper". • If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.
The printed paper is curled.	• Load the paper upside down in the paper tray. • Paper is damp. Use paper that has been stored properly.
Images are printed diagonally to the pages. 	If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.

Removing Printing Jams

First, try removing the paper automatically. If this fails, remove it manually.

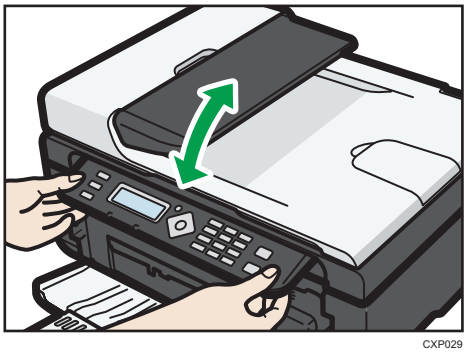
Important

- **Jammed paper may be covered in toner. Be careful not to get toner on your hands or clothes.**
- **Toner on prints made immediately after clearing a paper jam may be insufficiently fused and can smudge. Make test prints until smudges no longer appear.**
- **Do not forcefully remove jammed paper, as it may tear. Torn pieces remaining inside the machine will cause further jams and possibly damage the machine.**
- **Paper jams can cause pages to be lost. Check your print job for missing pages and reprint any pages that did not print out.**

Automatically removing the paper jammed inside the machine

1. **Open and close the maintenance cover once.**

   The machine will then slowly eject the jammed paper. After the jammed paper is ejected, remove it.


CXP029

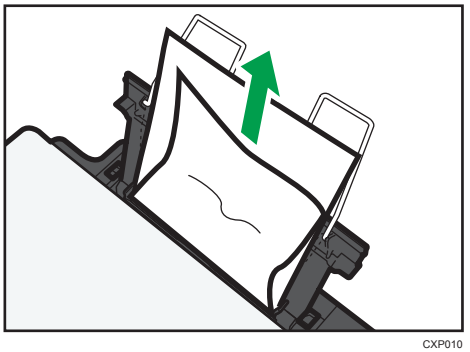
If the jammed paper is not ejected, open the maintenance cover again and remove jammed paper manually.

Removing paper manually

Important

- Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.
- After removing the paper, be sure to return the fusing pressure release lever to its original position.
- Be sure not to print with the fusing pressure release lever down.

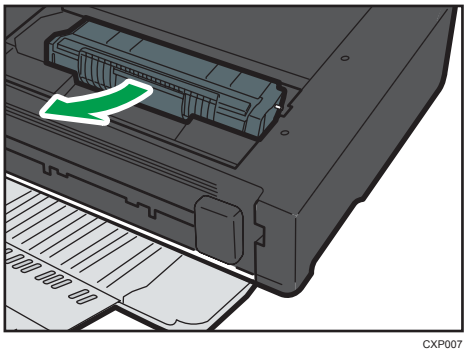
1. **Pull out the jammed paper carefully.**


CXP010

If you cannot find the misfed paper, look inside the machine.

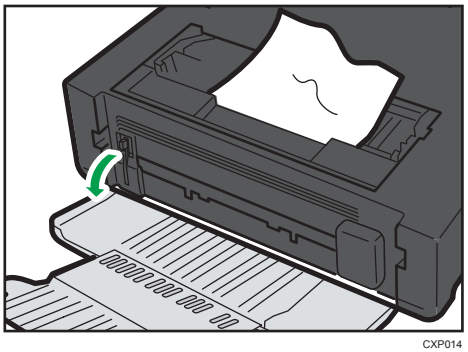
2. **Open the maintenance cover.**

3. Hold the grips of the print cartridge, and then pull it out of the machine.



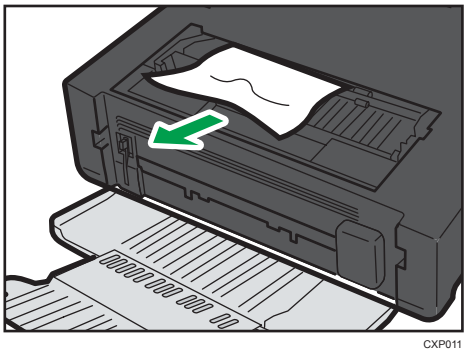
CXP007

4. Push the Fusing Pressure Release Lever on the left down with your thumbs.

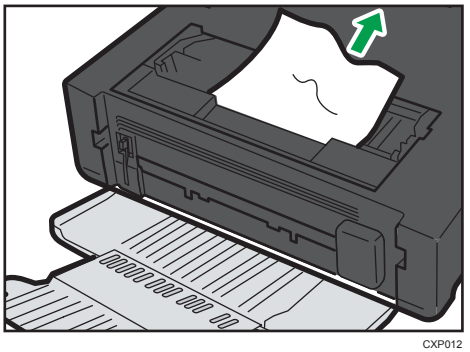


CXP014

5. Pull out the misfed paper by holding both sides of paper. Be careful not to get toner dust on your hands or clothes.

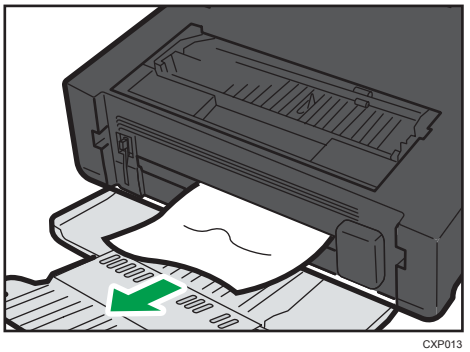


CXP011



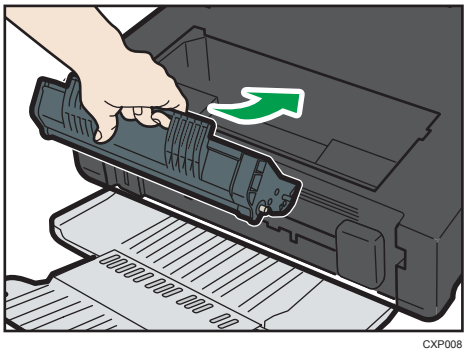
CXP012

6. If it is difficult to remove the jammed paper out of the main unit, remove the jammed paper from the output tray side.



CXP013

7. Hold the grips of the print cartridge, and then insert it into the machine until it stops.

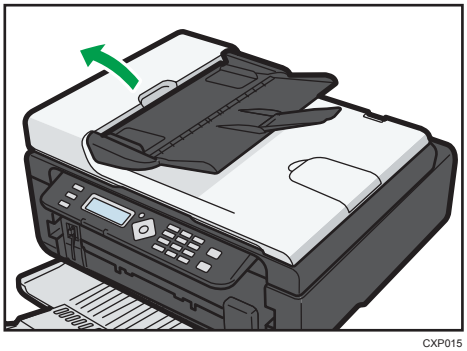


CXP008

8. Push the Fusing Pressure Release Lever on the left up with your thumbs.
9. Close the maintenance cover.

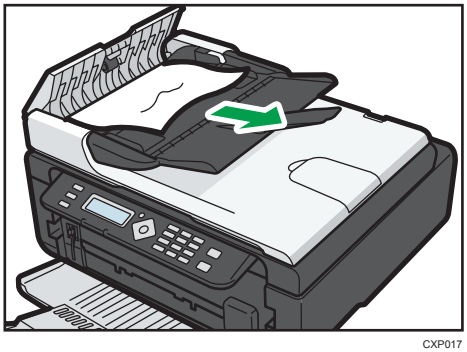
Removing Scanning Jams

1. **Open the ADF cover.**



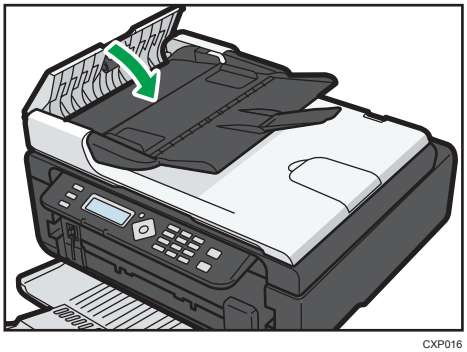
CXP015

2. **Gently pull the jammed original to remove it. Be careful not to pull the original too hard, as it may rip.**



CXP017

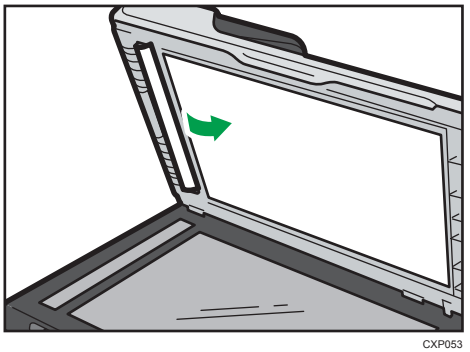
3. **Close the ADF cover.**



CXP016

4. **Lift the ADF, and if there is original remaining in the ADF, gently pull the jammed original to remove it.**

   Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.



CXP053

5. Close the ADF.

Print Quality Problems

Checking the Condition of the Machine

If there is a problem with the quality of printing, first check the condition of the machine.

Possible Cause	Solution
There is a problem with the machine's location.	Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock.
Unsupported types of paper is used.	Make sure that the paper being used is supported by the machine. See page 25 "Supported Paper".
The paper type setting is incorrect.	Make sure that the paper type setting of the printer driver matches the type of paper loaded. See page 25 "Supported Paper".
A non-genuine print cartridges is being used.	Non-genuine print cartridges reduce print quality and can cause malfunctions. Use genuine print cartridges only. See page 151 "Consumables".
An old print cartridges is being used.	Print cartridges should be opened before their expiration date and used within six months of being opened.
The machine is dirty.	See page 119 "Maintaining the Machine", and clean the machine as required.

Printer Problems

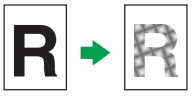
Problem	Solution
An error occurs.	If an error occurs when printing, change the computer or printer driver settings. • Check the printer icon name does not exceed 32 alphanumeric characters. If it does, shorten it. • Check whether other applications are operating. Close any other applications, as they may be interfering with printing. If the problem is not resolved, close unneeded processes too. • Check that the latest printer driver is being used.
A print job is canceled.	• Set I/O Timeout to a larger value than the current settings.
There is considerable delay between the print start command and actual printing.	• Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to process. Wait for a while. • To speed up printing, reduce the printing resolution using the printer driver.
The whole printout is blurred.	• Paper is damp. Use paper that has been stored properly. See page 25 "Supported Paper". • If you enable [Toner Save:], printing is generally less dense. • Condensation may have collected. If rapid change in temperature or humidity occurs, use this machine only after it has acclimatized.
Cannot print properly when using a certain application, or cannot print image data properly. Some characters are printed faintly or not printed.	• Change the print quality settings.
The paper size setting does not match the paper loaded.	Check whether the paper size specified on the machine matches that of the loaded paper.

Print Positions Do Not Match Display Positions

If the position of items on the printed page differs from the position displayed on the computer screen, the cause may be one of the following.

Possible Cause	Solution
Page layout settings are not configured properly.	Check that the page layout settings are properly configured in the application.
The paper size setting does not match the paper loaded.	Check whether the paper size specified on the printer driver matches that of the loaded paper.

Copier Problems

Problem	Solution
Photocopied paper is blank.	The original was placed with the front and back reversed. See page 36 "Placing Originals".
Copied pages are too dark or too light.	Adjust the image density.
Copied pages do not look the same as the originals.	Select the correct scan mode according to the type of original.
Black spots appear when photocopying a photographic print.	The original may have stuck to the exposure glass due to high humidity. Place the original on the exposure glass, and then place two or three sheets of white paper on top of it. Leave the exposure glass cover open when copying.
A moire pattern is produced. 	The original probably has heavily lined or dotted areas. Switching the setting for image quality between [Photo] and [Text/Photo] may eliminate the moire pattern.
Photocopied paper is dirty.	• Image density is too high. Adjust the image density. • Toner on the printed surface is not dry. Do not touch printed surfaces immediately after copying. Remove freshly printed sheets one by one, taking care not to touch printed areas. • The scanning part is dirty. • Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.
When copying from the exposure glass, the print area of the copy is out of alignment with the original.	Place the original copy side down, making sure that it is aligned to the rear left corner and pressed flat against the exposure glass.
The paper size setting does not match the paper loaded.	Check whether the paper size specified on the machine matches that of the loaded paper.

Scanner Problems

Problem	Solution
The scanned image is dirty.	• The scanning part is dirty. • Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.
The scanned image is distorted or out of position.	The original was moved during scanning. Do not move the original during scanning.
The scanned image is upside down.	The original was placed upside down. Place the original in the correct orientation. See page 36 "Placing Originals".
The scanned image is blank.	The original was placed with the front and back reversed.
The scanned image is too dark or too light.	Adjust the image density.

Fax Problems

When an error code appears on the fax journal or TX status report

The table below describes the meaning of error codes that appear under "Status" on the fax journal or TX status report, and what to do when a particular error code appears.

"X" indicates a number in an error code that appear differently depending on a specific situation.

Error Code	Solution
Err:1)	The line was not connected correctly. The fax transmission did not finish successfully. There was a problem with either the transmission or reception. • Check that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Check that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your sales or service representative. Dial tone could not be detected. • Set [Dial Tone Detect] to [Do not Detect].
Err:2) Err:3) Err:4)	Dial fails when trying to send faxes. • Confirm that the fax number you dialed is correct. • Confirm that the destination is a fax machine. • Confirm that the line is not busy. • You may need to insert a pause between dial digits. Press the [ID Card Copy/On Hook Dial] key after, for example, the area code. • Confirm that [PSTN / PBX] under [Fax Features] is set properly for your connection method to the telephone network. See page 99 "Fax Features Settings".
Err:5)	The [Clear/Stop] key has been pressed while transmitting/receiving faxes. Send the fax again. When the error reoccurs even if the [Clear/Stop] key has not pressed, consult your service representative.

When other problems occur

The table below describes how to troubleshoot problems that do not produce an error code.

Problem	Solution
Cannot send faxes.	Confirm the error code, and then perform the appropriate procedure to resolve the problem.
Cannot receive faxes even when sending them is possible.	• A print cartridge is empty. Replace the print cartridge. See page 119 "Replacing the Print Cartridge". • The input tray is empty. Load paper in the input tray. See page 30 "Loading Paper". • If fax reception mode is manual mode, you must receive the fax manually. See page 90 "Receiving a Fax".
Cannot print received faxes.	• The input tray is empty. Load paper in the input tray. See page 30 "Loading Paper". • The input tray does not contain paper of the right size. Load paper of the right size in the input tray.
Faxes you sent appear spotty or dirty when received.	• The exposure glass or ADF is dirty. See page 124 "Cleaning the Auto Document Feeder". • Before placing originals on the exposure glass, make sure that ink or correction fluid is dry.
A fax you sent appears blank when received.	The original was placed upside down. Place the original in the correct orientation. See page 36 "Placing Originals".
Dirty spots may appear, or an image from the reverse side shows through copy received by the recipient.	Image density is too high. Adjust the image density.
Dial fails when trying to send faxes.	Confirm the error code, and then perform the appropriate procedure to resolve the problem.

Error and Status Indicate on the Control Panel

Messages on the Screen

Important

- **If the "Service Call: SCXXX" appears, contact your sales or service representative.**

Message	Causes	Solutions
Misfeed: Stnd. Tray Out of Paper	Paper has been jammed in the paper tray. The input tray has run out of paper.	• Remove the jammed paper. See page 119 "Maintaining the Machine". • Load paper to the input tray. See page 30 "Loading Paper".
Misfeed: Inner/ Outer	A paper jam has occurred in the machine.	• Remove the jammed paper. See page 126 "Paper Feed Problems".
Misfeed: ADF Open Cov. Rmv. Paper	An original has been jammed inside the ADF.	• Remove jammed originals, and then place them again. See page 126 "Paper Feed Problems". • Check the originals are suitable for scanning. See page 36 "Placing Originals".
Set Correct Size Ppr Press Start to Print	The paper for printing fax is not loaded.	• Press the [Start] key to begin printing, or press the [Clear/Stop] key to cancel the job. • Load the appropriate size paper.
Cover Open	A cover is open.	Close the maintenance cover completely.
Memory Overflow Press Start or Stop	Memory has reached capacity during sort copy.	If several originals are still to be scanned, it is recommended to start printing now, and copy the remaining originals separately. If originals are being scanned from the ADF, remove any remaining pages from the ADF.
Cannot Print Fax Change Paper Size	An appropriate size paper for printing faxes is not loaded.	Load A4, Letter, or Legal paper in the input tray.

Message	Causes	Solutions
Cannot Print Report Change Paper Size	An appropriate size paper for printing Report is not loaded.	Load the appropriate size paper.
Not Set Print Cartridge	The print cartridge has not been installed.	Reinstall the print cartridge. See page 119 "Replacing the Print Cartridge".
Out of Toner Print Cartridge	The machine has run out of the toner.	Replace the print cartridge. See page 119 "Replacing the Print Cartridge".
Toner Almost Empty Print Cartridge	The print cartridge is almost empty.	Prepare a new print cartridge.
Cannot Print Open Front Cover	Front cover is closed.	Open the front cover completely.
On Hook	The machine has been off-hook for an extended period of time.	Replace the handset.
Connection Failed	The line could not be connected correctly.	• Check that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Check that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company.
Dial Failed	The fax could not be sent.	• Confirm that the fax number you dialed is correct. • Confirm that the destination is a fax machine. • Confirm that the line is not busy. • You may need to insert a pause between dial digits. Press the [ID Card Copy/On Hook Dial] key after, for example, the area code.

Message	Causes	Solutions
TX Comm. Error	A transmission error occurred, and the fax could not be transmitted correctly.	• If the [Auto Redial] setting is enabled, the machine will redial the number and try again. If all attempts fail, or if the machine is in Immediate Transmission mode, the fax will not be transmitted. Try the operation again.
RX Comm. Error	A reception error occurred, and the fax could not be received correctly.	• If possible, contact the sender of the fax and ask them to resend it.
Memory Overflow 1: TX 2: Cancel	• If this occurs on the first page: The machine's memory reached capacity while storing a fax in memory before transmission. • If this occurs on the second or a later page: Memory has reached capacity while scanning the second or later pages of the original when trying to send a fax in Memory Transmission mode.	• If this occurs on the first page: Resend the fax in parts as several smaller individual faxes, or send at a lower resolution. • If this occurs on the second or a later page: Press the [1] key (TX) to send only the pages that have been scanned in memory, or press the [2] key (Cancel) to cancel.
RX Memory Overflow	The memory has become full or the maximum number of receivable files has been reached during fax reception.	• The received fax was too large. Ask the sender to resend the document in parts as several smaller individual faxes, or to send at a lower resolution. • If an error has occurred because of a problem such as lack of paper, paper jamming, or toner running out, correct the problem, and then finish printing the outstanding files. • If there is a file waiting to be sent, complete the transmission or delete the file.

Message	Causes	Solutions
Memory Data Lost	Data in the memory was deleted due to a memory fault.	The machine prints Power Failure Report and recovers from the error automatically.
Cancel Printing I/O Timeout	The timeout period set in [I/O Timeout] expires when printing is frequently interrupted by data from other ports, or when the print job is large and takes time for processing.	Set [I/O Timeout] to a larger value than the current setting. For details, see page 113 "Printer Features Settings".
Cannot Print Memory Overflow	The data is too large or complex to print.	Select [600 x 600 dpi] in [Resolution] to reduce the size of data. For details, see the Printer Driver Help.
Paper Size Mismatch Press Start or Stop	The paper size set for the document differs from the size of the paper.	• Press the [Start] key to begin printing, or press the [Clear/Stop] key to cancel the job. • If [Auto Continue] is set to [0 sec.], no error message appears.
Paper Type Mismatch Press Start or Stop	The paper type set for the document differs from the type of the paper.	• Press the [Start] key to begin printing, or press the [Clear/Stop] key to cancel the job. • If [Auto Continue] is set to [0 sec.], no error message appears.
Scan USB Disconnect	The USB cable was disconnected while scanning from a computer.	Reconnect the USB cable properly, and then try the operation again.
Fax Job Memory Over	The number of fax jobs in memory has reached the limit, so new jobs cannot be stored.	Wait until pending jobs have been transmitted or printed.
No Destination	• No destination is registered in the selected Speed Dial. • You have attempted to redial, but there is no any redial data (history).	Enter the fax number manually.

Message	Causes	Solutions
Numbers Do not Match	"Fax No. Confirmation" is set to "On", and the numbers entered for confirmation does not match the initially-entered numbers.	Make sure the numbers match.
Cannot Copy Change Paper Size	The paper for combine copy, duplex copy or ID Card copy is not loaded.	Load the appropriate size paper.

Error and Status Messages Appear on the Smart Organizing Monitor

Message	Causes	Solutions
Printer Power Off (Communication Error)	• The power cable of the machine is not plugged in. • The power of the machine is not turned ON. • The USB cable is not connected.	• Check the printer power cord. • Check the printer power switch is on. • Check the USB cable is properly connected.
Out of Paper / Misfeed	Paper is not loaded in the machine's input tray, or paper jam has occurred.	If paper is not loaded, load paper in the input tray. For details about loading paper, see page 30 "Loading Paper". If paper is jammed inside the machine, remove the jammed paper. For details about removing jammed paper, see page 126 "Paper Feed Problems".
Paper Size Mismatch	The paper size specified on the machine and the size specified in the printer driver do not match.	• For details about specifying the paper size setting on the machine, see page 30 "Loading Paper". For details about changing the paper size setting in the printer driver, see the printer driver Help.
Paper Type Mismatch	The paper type specified on the machine and the type specified in the printer driver do not match.	• For details about changing the paper type setting of the machine, see page 30 "Loading Paper". For details about changing the paper type setting in the printer driver, see the printer driver Help.
Memory Overflow	The data is too large or complex to print.	Select [600 x 600 dpi] in [Resolution:] to reduce the size of data. For details, see the printer driver Help.
Print Cartridge Not Detected	The print cartridge has not been installed.	Reinstall the print cartridge. See page 119 "Replacing the Print Cartridge".

Messages of the Print Cartridge

Message	Causes	Solutions
Toner Almost Empty	The print cartridge is almost empty.	Prepare a new print cartridge.
Out of Toner	The machine has run out of the toner.	Replace the print cartridge. See page 119 "Replacing the Print Cartridge".

Error and Status Messages Appear in the PC FAX Window

Message	Causes	Solutions
PC FAX has already been launched. Cannot launch it again.	The [PC FAX] dialog box is already open.	Quit PC FAX once, and then start it up again.
Reached maximum number of destinations.	The number of destinations specified exceeds the maximum possible.	The maximum number of destinations that can be specified at one time is 100.
When the setting "Attach a Cover Sheet" is on and "Use Address Book" is selected, the maximum number of destinations cannot be larger than 5.	If [Attach a Cover Sheet] on the [Cover Sheet] tab is selected and [Use Address Book] in the [To:] list are selected, you can send faxes to up to five destinations at a time.	• Specify five or less destinations. • Change the item selected in the [To:] list to something other than [Use Address Book]. • Clear [Attach a Cover Sheet].
Cannot send more than 10 pages.	You can send up to ten pages including the cover sheet, at a time.	Reduce the number of pages to ten or fewer.

11. Appendix

Notes About the Toner

- Proper operation cannot be guaranteed if any third-party toner is used.
- Depending on printing conditions, there are cases where the printer cannot print the number of sheets indicated in the specifications.
- When operating the machine for the first time, use the print cartridge supplied with this machine. If this cartridge is not initially used, the following problems may occur:
  - "Out of Toner" will be displayed before the toner runs out.
  - "Out of Toner" will not be displayed when the toner runs out, but instead the printed image suddenly becomes pale or blurred.
- To continue printing after "Out of Toner" is displayed, set [Toner End Option] to [Continue Printing]. However, since any trouble caused by using this setup is outside of the scope of the manufacturer's warranty, this setup should be used with care. For details about [Toner End Option], see page 106 "System Settings".
- If [Toner End Option] is first set to [Continue Printing] and then to [Stop Printing], be sure to use a new print cartridge. If a used print cartridge is installed, there will be a discrepancy between the remaining toner level displayed and the actual remaining toner, and accordingly, "Out of Toner" will not be displayed at the appropriate timing.
- The lifetime of the photo conductor, which is built into the print cartridge, is taken into account in displaying "Out of Toner". If the photo conductor stops working before the toner runs out, "Out of Toner" may be displayed.

Moving and Transporting the Machine

This section provides cautions that you must follow when moving the machine both short and long distances.

Repack the machine in its original packing materials when moving it over a long distance.

Important

- **Be sure to disconnect all cables from the machine before transporting it.**
- **The machine is a precision piece of machinery. Be sure to handle it carefully when moving it.**
- **Make sure to move the machine horizontally. Take extra caution when carrying the machine up or down stairs.**
- **Do not remove the print cartridge when moving the machine.**
- **Be sure to hold the machine level while carrying it. To prevent toner from spilling, move the machine carefully.**

1. **Be sure to check the following points:**
   - The power switch is turned off.
   - The power cord is unplugged from the wall outlet.
   - All other cables are unplugged from the machine.
2. **Lift the machine using the inset grips on both sides of the machine, and then move it horizontally to the place where you want to use it.**

Note

- To move the machine over a long distance, pack it well. Take care not to tip or tilt the machine during transit.
- Toner might spill inside the machine if the machine is not kept level during transit.
- For more information about moving the machine, contact your sales or service representative.

Disposal

Ask your sales or service representative for information about correct disposal of this machine.

Where to Inquire

Contact your sales or service representative for further information about the topics included in this manual or to inquire other topics not included in this manual.

Consumables

Print Cartridge

Print cartridge	Average printable number of pages per cartridge *1
Black	1,200 pages

*1 The printable number of pages is based on pages that are compliant with ISO/IEC 19752 with the image density set as the factory default. ISO/IEC 19752 is an international standard for measurement of printable pages, set by the International Organization for Standardization.

Note

- Unless a print cartridges is replaced before toner runs out, printing will become impossible. To facilitate cartridge replacement, we recommend you purchase and store extra print cartridges.
- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- Print cartridges may need to be changed sooner than indicated above due to deterioration over the period of use.
- Print cartridges are not covered by warranty. However, if there is a problem, contact the store where you purchased them.
- The supplied print cartridge can print approximately 500 pages.
- This machine periodically performs cleaning. During cleaning, toner will be used to maintain print quality.

Specifications of the Machine

This section lists the machine's specifications.

General Function Specifications

Configuration

Desktop

Print process

Laser electrostatic transfer

Maximum paper size for scanning of exposure glass

216 mm × 297 mm (8.5 × 11.7 inches)

Maximum paper size for scanning of ADF

216 mm × 356 mm (8.5 × 14 inches)

Maximum paper size for printing

216 mm × 356 mm (8.5 × 14 inches)

Warm-up time

Less than 25 seconds (23 °C, 71.6 °F)

Paper sizes

A4, $8\frac{1}{2}$" × 11" (Letter), $8\frac{1}{2}$" × 14" (Legal), B5, $5\frac{1}{2}$" × $8\frac{1}{2}$" (Half Letter), $7\frac{1}{4}$" × $10\frac{1}{2}$" (Executive), A5, A6, B6, 16K (197 × 273 mm), 16K (195 × 270 mm), 16K (184 × 260 mm), 8" × 13" (F/GL), $8\frac{1}{2}$" × 13" (FS), $8\frac{1}{4}$" × 13" (Folio), Custom Paper Size

Note

- The following paper sizes are supported as custom paper sizes:
  - Approximately 90-216 mm (3.6-8.5 inches) in width
  - Approximately 148-356 mm (5.8-14 inches) in length

Paper type

Plain Paper (65-99 g/m^2 (17-26 lb.)), Recycled Paper (75-90 g/m^2 (20-24 lb.)), Thin Paper (52-64 g/m^2 (14-17 lb.)), Thick Paper (100-130 g/m^2 (26.6-34 lb.))

Paper output capacity

10 sheets (70 g/m^2, 19 lb.)

Paper input capacity

50 sheets (70 g/m^2, 19 lb.)

ADF capacity

15 sheets (80 g/m^2, 21.3 lb.)

Memory

32 MB

Power requirements

Region A (mainly Europe and Asia)

220-240 V, 4 A, 50/60 Hz

Region B (mainly North America)

120 V, 6 A, 50/60 Hz

Power consumption

- Maximum power consumption

  Region A (mainly Europe and Asia)

  730 W

  Region B (mainly North America)

  680 W
- Energy Saver mode 1

  45 W or less
- Energy Saver mode 2

  5 W or less

* The power level when the main switch is turned off and the power cord is plugged into an outlet: 1W or less

Machine dimensions (Width × Depth × Height)

402 × 368.5 × 205 mm (15.8 × 14.5 × 8.1 inches)

Weight (machine body with consumables)

Approximately 9.5 kg (20.9 lb.) or less

Printer Function Specifications

Printing speed

16 pages per minute (A4/Letter)

Resolution

600 × 600 dpi (maximum: 1200 × 600 dpi)

First print speed

6 seconds or less (From the start of paper feed action to the completion of paper delivery)

13 seconds or less (From the completion of data processing to the completion of paper delivery)

Interface

USB 2.0

Printer language

DDST

Copier Function Specifications

Maximum resolution (scanning and printing)

- Exposure glass

  Scanning: 600 × 600 dpi

  Printing: 600 × 600 dpi

- ADF

  Scanning: 600 × 300 dpi

  Printing: 600 × 600 dpi

First copy speed (A4/Letter, at 23 °C, 71.6 °F)

32 seconds or less

Multiple copy speed

- Countries other than European countries

  16 pages per minute (A4/Letter)

Reproduction ratio

- Fixed ratio:

  Region A (mainly Europe and Asia)

  50%, 71%, 82%, 93%, 122%, 141%, 200%

  Region B (mainly North America)

  50%, 65%, 78%, 93%, 129%, 155%, 200%

- Zoom ratio:

  25% to 400%

Copy quantity

99

Scanner Function Specifications

Maximum scanning area (horizontal × vertical)

- Exposure glass

  216 × 297 mm (8.5 × 11.7 inches)

- ADF

  216 × 356 mm (8.5 × 14 inches)

Maximum resolution when scanning from a computer (TWAIN)

- Exposure glass

  4800 × 4800 dpi

- ADF

  600 × 600 dpi

Maximum resolution when scanning from a computer (WIA)

600 × 600 dpi

ADF throughput

Black and white: 75.3 mm per second

Color: 37.6 mm per second (300 dpi)

Fax Function Specifications

Access line

- Public switched telephone networks (PSTN)
- Private branch exchange (PBX)

Transmission mode

ITU-T Group 3 (G3)

Scan line density

8 dots per mm × 3.85 line per mm (200 × 100 dpi)

8 dots per mm × 7.7 line per mm (200 × 200 dpi)

Transmission time

3 seconds (8 dots per mm × 3.85 line per mm, 33.6 kbps, MMR, ITU-T # 1 chart)

Transfer rate

33.6 kbps to 2400 bps (auto shift down system)

Data compression methods

MH, MR, MMR

Memory capacity

Transmission: Up to 5 jobs; up to 10 pages per job

Reception: Up to 50 jobs; up to 100 pages in the total of all jobs

Address book

- Speed dial

  100 items

- Number of redials for Fax

  1

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